

Statewide Records Inventory for Non-Permanent Records

Board of Public Works

Division: Board of Public Works

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>518</u>	Corps of Engineers Permits	1970	2001	20	80	1	Paper	Paper
Totals for Agency:	Board of Public Works			20	80	1		

Statewide Records Inventory for Non-Permanent Records

Commission on Human Relations

Division: Commission on Interracial Problems & Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>467</u>	General Accounting Records	2000	2001	5	0	0	Paper	Paper
	Master Authorization Card	2000	2001	1	0	0	Paper	Paper
	Leave Records	2000	2001	2	0	0	Paper	Paper

Division: Maryland Commission on Human Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1417</u>	Enforcement Case Files	2000	2001	15	0	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Commission on Human Relations

Totals for Agency:	Commission on Human Relations	23	0	0.3
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Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: ??

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>404</u>	Leave Records	1990	2001	12	10	1.5	Paper	CD

Division: Business & Finance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1011</u>	Accounting	1996	2001	4	16	2	Paper	Microfilm
	Controller/assistant Controller	1996	2001	4	16	2	Paper	Microfilm
	Payroll	1991	2001	18	144	9	Paper	Microfilm

Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: Business & Finance

<u>Schedule Number:</u>	<u>1011</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounts Payable	1996	2001	6	24	3	Paper	Microfilm
		Purchasing	1996	2001	2	4	2	Paper	Microfilm
		Accounts Receivable	1996	2001	63	21	12	Paper	Microfilm
		Cash Records	1996	2001	12	60	12	Paper	Microfilm
		Federal Grants	1996	2001	4	8	2	Paper	Microfilm

Division: Business & Finance

<u>Schedule Number:</u>	<u>1563</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Grants & Contracts	1991	2001	8	15	0	Paper	Microfilm

Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: Business & Finance

Schedule Number: 1563

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Budget & Fiscal Planning Records	1995	2001	4	2	1	Paper	Paper
Deferments	1996	2001	12	36	0	Paper	Microfilm
Perkins Loan Records	1996	2001	65	16	0	Paper	Microfilm
Student Account Records	1996	2001	63	21	0	Paper	Microfilm
Checkbook Stubs & Records	1996	2001	3	2	1	Paper	Microfilm
Special Payments File	1991	2001	1	1	1	Paper	Microfilm
Miscellaneous Accounting Records	1994	2001	9	42	8	Paper	Microfilm
Payroll Records	1991	2001	18	144	9	Paper	Microfilm

Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: Business & Finance

Schedule Number: 1563

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Report of Fixed Assets	1996	2001	12	36	12	Paper	Microfilm
Legislative Audit Report	1998	2001	8	24	8	Paper	Microfilm
Budget Records	1998	2001	4	8	2	Paper	Microfilm
Vendors List	1994	2001	1	5	1	Paper	Microfilm
History Cards	1960	2001	2	0	0	Tab Card	Tab Cards
Requisitions & Purchase Orders	1994	2001	42	21	12	Paper	Microfilm
Personnel/human Resources	1960	2001	48	50	2	Paper	CD
Account Snapshots	1991	2001	16	128	0	Paper	Microfilm

Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: Business & Finance

<u>Schedule Number:</u>	<u>1563</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Special Account Records	1996	2001	12	36	12	Paper	Microfilm
		Payroll Accounting Records	1991	2001	18	144	9	Paper	Microfilm

Division: Institutional Advancement

<u>Schedule Number:</u>	<u>1546</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Sponsored Programs	1978	2001	16	1	8	Paper	Paper
		Endowment Fund Records	1971	2001	20	2	3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: Student Life

Schedule Number: 1547

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
High School & College Transcripts	1992	2001	2	0	0	Paper	
Guaranteed Student Loan Info	1996	2001	4	0	0.5	Paper	
Test Scores	1997	2001	6	0	3	Paper	Paper
Academic Folders	1991	2001	22	0	4	Paper	Paper
Student Folders	1999	2001	42	0	5	Paper	
Student Folders	1982	2001	200	0	6	Paper	
Perkins Loan Info	1995	2001	1	0	0.5	Paper	
Student Roster	1971	2001	11	0	1	Paper	

Statewide Records Inventory for Non-Permanent Records

Coppin State College

Division: Student Life

<u>Schedule Number:</u>	<u>1547</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Declaration of Major Forms	1989	2001	4	0	4	Paper	Paper
		Financial Aid Files	1995	2001	110	0	0	Paper	
		Sat	1997	2001	5	0	1	Paper	
		Student Records	1900	1987	66	0	0	Paper	
Totals for Agency:	Coppin State College				980	1037	159.5		

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Deputy Director

<u>Schedule Number:</u>	<u>1243</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Files of Deputy Director	1996	2001	2	0	0.5	Paper	Paper
		Golden Age Discount Card Program File	1996	2001	0.5	0	0	Paper	Paper

Division: Executive

<u>Schedule Number:</u>	<u>1238</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Terminated Guardianship Files	1997	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Executive

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1238</u>	General Correspondence (CHRON Files)	1997	2001	2	0	1	Paper	Paper
	Subject File	1982	2001	4.8	0	4	Paper	Paper

Division: Federal Program Performance Reports

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1765</u>	Federal Program Performance Reports	1996	2001	1.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Housing: Continuing Care Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1443</u>	Continuing Care Retirement Communities Denied Certification of Registration	1981	2000	5	0	2	Paper	Paper
	Continuing Care Retirement Communities Issued Certificates of Registration	1981	2001	100	0	12	Paper	Paper

Division: Housing: Group Senior Assisted Housing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1445</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Housing: Group Senior Assisted Housing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1445</u>	Group Subsidy Allocation Files	1996	2001	8	0	4	Paper	Paper
	Group Certification Applications Files	1996	2001	16	0	6	Paper	Paper
	Group Certified Facilities Files	1996	2001	18	0	0	Paper	Paper

Division: Long-Term Care

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1236</u>	Ombudsman Program Files	1996	2001	4.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Long-Term Care

<u>Schedule Number:</u>	<u>1236</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public Guardianship Program Files	1996	2001	1.5	0	0.5	Paper	Paper

Division: Management: Fiscal

<u>Schedule Number:</u>	<u>1240</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1996	2001	3.5	0	1	Paper	Paper
		Automotive Fleet Files	1996	2001	0.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Management: Personnel/Purchasing/EEO

<u>Schedule Number:</u>	<u>1235</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence File	1996	2001	1	0	1	Paper	Paper
		Miscellaneous Files	1996	2001	3	0	1	Paper	Paper
		Parking Permit Files	1996	2001	1	0	0	Paper	Paper
		Training Records	1996	2001	1	0	0	Paper	Paper
		Cleared Eligible List File	1996	2001	6	0	2	Paper	Paper
		Grievance/discriminat ion Complaint Files	1996	2001	1	0	1	Paper	Paper
		Employee Time Sheets	1996	2001	7	0	2	Paper	Paper
		Employment History File	1996	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Management: Personnel/Purchasing/EEO

<u>Schedule Number:</u>	<u>1235</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Leave Card	1996	2001	2	0	1	Paper	Paper

Division: Management: Public Affairs

<u>Schedule Number:</u>	<u>1242</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Printed Publications	1999	2001	0	10	0	Paper	Paper
		General Correspondence	1998	2001	8	4	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Multi-Family Senior Assisted Housing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1232</u>	Multi-family Providers Files	1996	2001	2	0	1	Paper	Paper
	Multi-family Certified Model Files	1996	2001	18	0	3	Paper	Paper

Division: Nutrition & Community Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1239</u>	Senior Olympics	1996	2001	15	0	0.5	Paper	Paper
	Senior Information & Assistance	1996	2001	255	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Nutrition & Community Services

<u>Schedule Number:</u>	<u>1239</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Senior Employment & Training	1996	2001	34	0	12	Paper	Paper

Division: Planning & Evaluation

<u>Schedule Number:</u>	<u>1237</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		State Plans	1998	2001	0.3	0	0	Paper	Paper
		Area Plan Files	1996	2001	3	0	1	Paper	Paper
		Aims/AIMS/APDS Files	1996	2001	1	0	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Aging

Division: Planning & Evaluation

<u>Schedule Number:</u>	<u>1237</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Senior Health Insurance Counseling Advocacy Program	1997	2001	3	0	0.5	Paper	Paper
Totals for Agency:	Department of Aging				541.1	14	60.8		

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Administrative Services-Personnel, EEO, & Traini

<u>Schedule Number:</u>	<u>1890</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Agency Training Reports	2000	2001	4	4	1	Paper	Paper
		Ms-310 Form Files	2001	0	16	0	2	Paper	Paper
		Active Personnel Files	0	2001	20	0	0.5		Paper
		EEO Files & Investigative Reports	1991	2001	1	0	0	Paper	Paper
		In-active Personnel Files	0	2000	4	0	1	Paper	Paper
		Recruitment & Selection Files	1998	2001	6	0	2	Paper	Paper
		Worker's Compensation & First Reports of Injury	1980	2001	4	0	0.5	Paper	Paper
		Testing Information & Files	1996	2001	8	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Administrative Services-Personnel, EEO, & Traini

<u>Schedule Number:</u>	<u>1890</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Medical & Substance Abuse	0	2001	3.5	0	0.3	Paper	Paper
		Grievance, Settlement Conference & Court Files Grievance, Settlement Conference & Court F	0	2001	1	0	0.5	Paper	Paper

Division: Agricultural Land Preservation Foundation 11.005

<u>Schedule Number:</u>	<u>1680</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Summary Data Files	2001	2001	10	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Animal Health & Consumer Svcs State Chemist

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>936-8</u>	Product Registration Forms & Correspondence	1990	2001	16	16	0	Paper	Paper
	Official Sample Report	1994	2001	4	10	0	Paper	Paper
	Purchasing Records	1994	2001	6	10	0	Paper	Paper

Division: Aquaculture/Seafood Marketing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1762</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Aquaculture/Seafood Marketing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1762</u>	Fairs, Shows, Conferences	1999	2001	1	0	0.5	Paper	Paper
	General Accounting Records	1996	2001	4.5	2	1.5	Paper	Paper
	Correspondence Records (Incoming/outgoing)	1996	2001	3	0	0.5	Paper	Paper
	Personnel Records	2000	2001	0.5	0	0.5	Paper	Paper
	Industry Records	1996	2001	6.5	2	1.5	Paper	Paper
	Legislative Information (State & Federal)	1998	2001	2	0	0.5	Paper	Paper
	Various Administrative Forms	1996	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Central Services

<u>Schedule Number:</u>	<u>1267</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Construction File	1991	2001	0	5	0.5	Paper	Paper

Division: Central Services

<u>Schedule Number:</u>	<u>1385</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland Fleet Operations & Management System	1997	2001	4	17	5	Paper	Paper
		General Correspondence	1997	2001	4	17	4	Paper	Paper

Division: Central Services

<u>Schedule Number:</u>	<u>1676</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Central Services

Schedule Number: 1676

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Withdrawal Requisition	1995	2001	1	3	0	Paper	Paper
Paid Invoice File	1994	2001	0	6	0	Paper	Paper
Purchase Orders under \$500	1994	1997	0	6	0	Paper	Paper
Printing - Forms & Publications	1996	2001	0	2	0.5	Paper	Paper
General Correspondence	1988	2001	8	36	10	Paper	Paper
Security & Janitorial Reports	1994	1997	0	2	0	Paper	Paper
Contract Bids	1990	2001	3	4	0	Paper	Paper
Purchase Orders (Pink Copy) under \$500	1994	2001	2	9	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Central Services Building & Grounds

<u>Schedule Number:</u>	<u>936-30</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Machinery History Records	1990	1990	0	1	0	Microfil	None

Division: Conservation Grants Program

<u>Schedule Number:</u>	<u>1626</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Canceled Macs Projects	1995	2001	6	0	0	Paper	Paper
		Closed Macs Projects	1984	2001	77	0	0	Paper	Paper
		Open Macs Projects	1999	2001	10	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Executive Director/Attorney General's Office

<u>Schedule Number:</u>	<u>1693</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Sections Within the Department of Agriculture	1971	2001	7	0	1	Paper	Paper
		Boards & Commissions	1980	2001	31.5	0	2.5	Paper	Paper
		Maryland Agricultural Land Preservation Foundation	1995	2001	2.5	0	2	Paper	Paper

Division: Food Safety & Consumer Services

<u>Schedule Number:</u>	<u>1683</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Food Safety & Consumer Services

<u>Schedule Number:</u>	<u>1683</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget	1997	2001	2	1	0	Paper	None
		Federal Reports	1997	2001	10	5	2		None
		Source Documents & Charge Sheets	1997	2001	2	0	0	Paper	None
		Maryland Grain Law Records	1980	2001	6	1.5	2	Paper	None
		Federal Egg Surveillance	1990	2001	2	0	0	Paper	None
		General Correspondence	1990	2001	9	2	2	Paper	None
		Inspection Reports	1997	2001	4.5	3	0	Paper	None
		Controlled Atmosphere Information	1980	2001	1	0	0	Paper	None

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Food Safety & Consumer Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1683</u>	Employee Records	1997	2001	4	0	0		None

Division: Food Safety & Consumer Svcs, Animal Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1750</u>	Pullorum Testing Records - Livestock Sales License & Garbage Feeder License	1998	2001	1	0	0	None	None
	Testing Agent File	1998	2001	1	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Food Safety & Consumer Svcs, Animal Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1750</u>	Brucellosis Vaccinations Records	1990	2001	3	0	0	None	None
	Market Cattle & Market Swine Records	1999	2001	2	0	0	None	None
	Laboratory Reports, Monthly Laboratory Reports, Yearly Reports	1999	2001	1	0	0	None	None
	Vaccination & Identification Tag Records	1995	2001	1	0	0	None	None
	Brucellosis Ring Test (BRT) & Mastitis Records	1999	2001	0.5	0	0	None	None
	Swine Investigation Report & Garbage Feeders Reports	1998	2001	1	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Food Safety & Consumer Svcs, Animal Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1750</u>	Interstate Health Certificates - Export - Import	1996	2001	10	0	0	None	None
	Tuberculosis & Brucellosis Test Records - less than Five File	1998	2001	1	0	0	None	None
	Equine Infectious Anemia Reports	2000	2001	6	0	0	None	None
	Herd Files	1998	2001	6	0	0	Floppy D	None
	Poultry Files & Flock Test Record Card File	1988	2001	1	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>936-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Reference File	1987	2001	4	0	1	Paper	Paper
		Legislation	1995	2001	7	0	0	Paper	Paper
		Audit Reports	1980	2001	0.5	0	0.1	Paper	Paper
		Contracts	1981	1984	1	0	0	Paper	Paper

Division: Pesticide Regulation Section

<u>Schedule Number:</u>	<u>1682</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Pesticide Regulation Section

<u>Schedule Number:</u>	<u>1682</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inactive Business & Inactive Applicators	1998	2001	10	0	0	Paper	Paper
		Business & Public Agencies	1973	2001	31	0	0	Paper	Paper
		Private Applicator, Pesticide Businesses & Public Agencies File Cards	1976	2001	3.5	0	0	Paper	Paper
		Complaint Files	1989	2001	25	0	0	Paper	Paper
		Exam Files	1999	2001	6	0	0	Paper	Paper
		Reference Files	1998	2001	38	0	0	Paper	Paper
		Certified Applicators, Commercial & Public Agency Applicators	1973	2001	34	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Plant Industries & Est Mgmt Mosquito Control

<u>Schedule Number:</u>	<u>1699</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reference Books & Manuals	1956	2001	75	0	2	Paper	Paper
		Reading Files	1994	2001	1	0	0.5	Paper	Paper
		Contracts (Copies Only)	1991	2001	1	0	0.5	Paper	Paper
		Personnel Folders	1958	2001	2	0	2	Paper	Paper
		Equipment Records	1994	2001	6	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Plant Industries & Pest Mgmt Office of Asst Secre

<u>Schedule Number:</u>	<u>1698</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Information	1998	2001	2	0	0.5	Paper	Paper

Division: Plant Industries & Pest Mgmt Turf & Seed Section

<u>Schedule Number:</u>	<u>1555</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Batch Sheets	1995	2001	1	0	0	None	Paper
		Violations of Maryland Turfgrass Law	1996	2001	2.5	0	0	None	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Plant Industries & Pest Mgmt Turf & Seed Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1555</u>	Turfgrass Certification Files	1994	2001	2.5	0	0	None	Paper
	Personnel Folders	1981	2001	2.5	2	0	None	None
	Purchasing Records	1994	2001	2.5	0	0	None	None
	Seedsman Permits	1996	2001	1	0	0	None	Paper
	Stop Sale Orders	1995	2001	2.5	0	0	None	Paper
	Regulatory Reports	1995	2001	2.5	5.5	0	None	Paper
	Field Inspection Reports	1990	2001	2.5	0	0	None	Paper
	Procedures Manual	1986	2001	1.5	0	0	None	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Plant Industries & Pest Mgmt Turf & Seed Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1555</u>	Wholesale Seedmen's Correspondence	1996	2001	2.5	0	0	None	Paper
	General Correspondence	1996	2001	2.5	0.2	0	None	Paper
	Seed Testing Services Request-inspector Service Sheet	1995	2001	2.5	0	0	None	Paper
	Seed Service Reports	1995	2001	2.5	0	0	None	Paper
	Serial Number Record for Tags	1998	2001	1	0	0	None	Paper
	Application for Seedman's Permit	1990	2001	1	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: State Board of Inspection of Horse Riding Stables

<u>Schedule Number:</u>	<u>1694</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	1	0	1	Paper	Paper
		Complaints	2000	2001	1	0	0	Paper	Paper
		Horse Riding Stables	1968	2001	6	0	1	Paper	Paper

Division: State Board of Veterinary Medical Examiners

<u>Schedule Number:</u>	<u>1695</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: State Board of Veterinary Medical Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1695</u>	Sodium Pentobarbital Permits & Applications	1999	2001	0.3	0	0	None	None
	Examination Candidates-failing	1981	2001	0.5	0	0	None	Disk Pack
	Complaint Files	1973	2001	23.5	0	1	None	None
	Hospital Inspection Reports	1999	2001	2.5	0	0	None	None
	General Correspondence	1998	2001	0.5	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Weights & Measures Section

<u>Schedule Number:</u>	<u>1679</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Device Inspection Reports	1998	2001	61.5	0	4.5	Paper	Paper
		Farm Milk Tank Calibration Reports	0	2001	10.5	0	1.5	Paper	Paper
		Package Inspection Reports	1998	2001	16.5	0	1.5	Paper	Paper
		Weighing & Measuring Device Applications & Certificates	1998	2001	4.5	0	1.5	Paper	Paper
		Milk Fat Comparison Reports	1998	2001	0.5	0	0.5	Paper	Paper
		Reports of Rejection (Laboratory)	1990	2001	0.2	0	0.1	Paper	Paper
		Investigations	1990	2001	6	0	2	Paper	Paper
		License Examinations and Fee Receipts	1998	2001	1.5	0	0.2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Weights & Measures Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1679</u>	License Applications: Completed	1998	2001	0.5	0	0.1	Paper	Paper
	Licenses: Voided & Outdated	2000	2001	0.1	0	0.1	Paper	Paper
	Purchase Orders & Invoices	1990	2001	4.5	0	0.1	Paper	Paper
	Fiscal Files	1990	2001	0.1	0	0.5	Paper	Paper
	Legislative File	1998	2001	0.7	0	0.3	Paper	Paper
	Office Personnel Information	1998	2001	4.5	0	2	Paper	Paper
	Reports of Tests (Laboratory)	1998	2001	1.5	0	0.5	Paper	Paper
	General Office Information (Miscellaneous)	1998	2001	1.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Agriculture

Division: Weights & Measures Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1679</u>	Traceability Reports (Laboratory)	0	2001	1.5	0	0.2	Paper	Paper
Totals for Agency:	Department of Agriculture			786.4	172.2	75		

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Administration/Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1174</u>	Vendor File	2000	2001	0.5	0	0	Paper	Paper
	General Administration/correspondence File	1990	2001	12	0	0	Paper	Paper
	Contract Files	1990	2001	10	0	0	Paper	Paper
	Administrative Reports	1995	2001	1	0	0	Paper	Paper
	Parking Permit Files	1974	2001	1	0	0	Paper	Paper
	Automotive Fleet File	1995	2001	4	0	0	Paper	Paper
	Building & Parking Lease File	1990	2001	4	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Corporate Assessments/Domestic & Foreign

<u>Schedule Number:</u>	<u>1181</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personal Property Returns of Corporations	1998	2001	1064	0	0	Paper	Paper
		Late Filing Penalties	1987	2001	46	40	0	Paper	Paper

Division: Corporate Assessments/Financial & Public Utilitie

<u>Schedule Number:</u>	<u>1182</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Railroad Report	1991	2000	2	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Corporate Assessments/Financial & Public Utilitie

<u>Schedule Number:</u>	<u>1182</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Certifications	1991	2000	2	0	0	Paper	Paper
		Financial Franchise Tax	1991	2001	28	0	0	Paper	Paper
		Gross Receipts Tax Report	1960	1985	1	0	0	Paper	Paper
		Public Utilities	1991	2000	30	0	4	Paper	Paper
		Property of Financial Institutions Leased to Others	1987	1997	2	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Corporate Certification-Assessments Section

<u>Schedule Number:</u>	<u>1180</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Annual Reports	1980	2001	1	0	0	Paper	Paper

Division: County Assessment Offices

<u>Schedule Number:</u>	<u>1183</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Schedules for Local Personal Property	1993	2001	7.5	0	0.5	Paper	Paper
		Sales & Mortgage Analysis	1993	2001	148.8	0	4	Paper	Paper
		Acreage Card File	1953	2001	35.3	0	14.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: County Assessment Offices

<u>Schedule Number:</u>	<u>1183</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Assessment Notices & Petitions for Review	1991	2001	277.8	0	11.6	Paper	Paper
		Application for Tax Exemption	1960	2001	92.2	0	11.9	Paper	Paper
		Parcel or Block Books	1974	2001	110	0	0.7	Paper	Paper
		Tax Maps (Property Maps)	1956	2001	507.2	0	15.5	Paper	Paper
		Assessment Appeal Form (Api & Ap2)	1967	2001	208.8	0	4.2	Paper	Paper
		Transfer Forms	1997	2001	250.6	0	12.9	Paper	Paper
		Assessment Field Cards & Worksheets	1960	2001	3321.5	36	110	Paper	Paper
		Subdivision Plats	1900	2001	1392.3	0	62	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: County Assessment Offices

<u>Schedule Number:</u>	<u>1183</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Application for Property Tax Credit	1995	2001	3.2	0	0.3	Paper	Paper
		Tax Credit Certificate	1998	2001	4.5	0	0		
		"Circuit Breaker" Correspondence	1995	2001	29.3	0	0.2	Paper	Paper
		General Correspondence	1974	2001	300.9	0	7.5	Paper	Paper
		Assessment Increase/decrease Form	1991	2001	70	0	5	Paper	Paper
		Agricultural Use Application (Rp-4)	1975	2001	55.1	0	4.9	Paper	Paper
		Building Permits	1988	2001	171.6	0	6.8	Paper	Paper
		Agricultural Transfer Tax (Rp-16)	1981	2001	31.6	0	4.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: County Assessment Offices

<u>Schedule Number:</u>	<u>1183</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personal Property Cards	1977	2001	1.6	0	0.1	Paper	Paper
		Application for Tax Credit	1988	2001	17.3	0	0.3	Paper	Paper
		Residential Worksheet Request (Rp-5)	1997	2001	16.3	0	1.8	Paper	Paper

Division: Headquarters/Charter & Recordation

<u>Schedule Number:</u>	<u>1177</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Headquarters/Charter & Recordation

<u>Schedule Number:</u>	<u>1177</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence Relating to	1999	2001	20	0	0	Paper	Paper
		Service of Process Records	1983	2001	14	0	0	Paper	Paper

Division: Headquarters/Charter & Recordation

<u>Schedule Number:</u>	<u>1576</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Foreign Corporation Documents	1995	2001	3	3	0		

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Headquarters/Communications & Training

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1178</u>	Training Records	1988	2001	4	0	0	Paper	Paper
	General Correspondence	1988	2001	3	0	0	Paper	Paper
	Reports, Studies & Surveys	1988	2001	1	0	0	Paper	Paper

Division: Headquarters/Personnel

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2084</u>	Personnel Files-active Employees	1973	2001	32	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Headquarters/Personnel

<u>Schedule Number:</u>	<u>2084</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Grievance Files	1973	2001	4	0	0.5	Paper	Paper
		Employee Time Sheets & Leave Reports	1996	2001	25	0	0	Paper	Paper
		Discrimination Complaint Files	1973	2001	1	0	0.5	Paper	Paper
		Cleared Eligible List File	1996	2001	8	0	1	Paper	Paper
		Correspondence Files	1973	2001	4	0	0.5	Paper	Paper
		Miscellaneous Files	1973	2001	30	0	0.5	Paper	Paper
		Employees Leave Cards	1966	2001	0.5	0	0	Paper	Paper
		Personnel Files- temporary Employees	1966	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Headquarters/Personnel

<u>Schedule Number:</u>	<u>2084</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Ledger Cards- active/inactive Employees	1973	2001	2	0	0.5	Paper	Paper
		Medical Files- active/inactive Employees	1973	2001	6	0	0.5	Paper	Paper

Division: Taxpayer Services-Tax Credit & Exempt Property

<u>Schedule Number:</u>	<u>2085</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tax Credit Certificate	1998	2001	10	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Assessments and Taxation

Division: Taxpayer Services-Tax Credit & Exempt Property

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2085</u>	Homeowner's Tax Credit Application - HTC 60	1998	2001	326	0	0	Paper	Paper
	Data Processing Records	1998	2001	33	0	0	Paper	Paper
	Renter's Tax Credit Application-RTC 60	1998	2001	93	0	0	Paper	Paper
Totals for Agency:	Department of Assessments and Taxation			8883.4	79	292.5		

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Administration/office of Budget & Finance

<u>Schedule Number:</u>	<u>2048</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Accounting Records	1995	2001	127	0	58	Paper	Paper
		Payroll Accounting Records	1997	2001	38	0	2	Paper	Paper
		Special Accounting Records	1990	2001	98	0	13	Paper	Paper

Division: Administration/office of Contracts & Procurement

<u>Schedule Number:</u>	<u>2047</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1999	2001	40	9	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Administration/office of Contracts & Procurement

<u>Schedule Number:</u>	<u>2047</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contractual Documents & Grants	1998	2001	30	3	0	Paper	Paper

Division: Administration/office of General Services

<u>Schedule Number:</u>	<u>2049</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Lease File	1995	2001	1	0	1	Paper	Paper
		Vehicle Maintenance Files (Repair Logs)	1995	2001	2	0	0	Paper	Paper
		Renovation Files	1995	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Administration/office of General Services

<u>Schedule Number:</u>	<u>2049</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Motor Vehicle Log	1995	2001	1	0	0	Paper	Paper
		Capital Equipment Records	1995	2001	2	0	1	Paper	Paper
		Annual Inventory Records	1995	2001	1	0	0	Paper	Paper
		Stockroom Records	1995	2001	2	0	0	Paper	Paper
		Records	1995	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Administration/office of Human Resources

<u>Schedule Number:</u>	<u>2050</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Folders	1995	2001	8	0	1	Paper	Paper
		Recruitment Files	1999	2001	3	0	0	Paper	Paper
		DBM Annual Reports-loss Leave Report	1995	2001	3	0	0	Paper	Paper
		Position History Cards	1995	2001	2	0	0	Paper	Paper
		Inactive Files	1995	2001	6	0	1	Paper	Paper
		Position ID. Number Files	1995	2001	3	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Administration/office of the Asst. Sec.

<u>Schedule Number:</u>	<u>2046</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Assistant Secretary's and Division Directors' General Correspondence	1997	2001	10	10	0	Paper	Paper

Division: Economic Development Md Industrial Training Pr

<u>Schedule Number:</u>	<u>976</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Company Files	1998	2001	30	0	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Economic Development-Office of Tourist Develop

<u>Schedule Number:</u>	<u>1027</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public Relations File	1994	2001	107	0	10	Paper	Paper
		Reference File	1994	2001	165	0	16	Paper	Paper
		Statistical File	1994	2001	85	0	8	Paper	Paper

Division: Local & Regional Development

<u>Schedule Number:</u>	<u>1039</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Local & Regional Development

<u>Schedule Number:</u>	<u>1039</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Grant Applications from Arts Organizations	1996	2001	58	0	0	Paper	Paper
		Federal Grants File	1990	2001	4	0	0	Paper	Paper
		General Administrative File	1996	2001	14	0	0	Paper	Paper

Division: Marketing

<u>Schedule Number:</u>	<u>2036</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Marketing

<u>Schedule Number:</u>	<u>2036</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Promotional Files	1999	2001	13	0	6	Paper	Paper
		Prospect Files	1995	2001	47	0	17	Paper	Paper
		Prospects/universities/ company Visits	1999	2001	4	0	4	Paper	Paper
		Advertising Files	1999	2001	6	0	6	Paper	Paper

Division: Maryland Small Business Develop Financing Auth

<u>Schedule Number:</u>	<u>1009</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Maryland Small Business Develop Financing Auth

<u>Schedule Number:</u>	<u>1009</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Loan/guarantee Files	1999	2000	4	0	2	Paper	Paper

Division: Md Energy Financing & Daycare Facilities Loan G

<u>Schedule Number:</u>	<u>1007</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Project Files	1999	2000	2	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Md Industrial & Commercial Redevelopment Fund

<u>Schedule Number:</u>	<u>1037</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Project File	1998	1999	8	0	4	Paper	Paper

Division: Md Industrial Development Financing Authority (

<u>Schedule Number:</u>	<u>1164</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Credit Files	1999	2001	14	0	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Office of Business Liaison

<u>Schedule Number:</u>	<u>851</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	5	0	0	Paper	Paper
		Project Files	1998	2001	10	0	3	Paper	Paper
		Administrative Files	1998	2001	5	0	0	Paper	Paper

Division: Research

<u>Schedule Number:</u>	<u>835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Project & Sector Studies	1995	2001	37	10	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Business & Economic Develop

Division: Research

<u>Schedule Number:</u>	<u>835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Power Plant Siting Project Files	1995	2001	37	0	0	Paper	Paper
		Administrative Records	1999	2001	2	0	0	Paper	Paper
Totals for Agency:	Department of Business & Economic Develo				1036	32	171		

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Affirmative Action, Contract Compliance

<u>Schedule Number:</u>	<u>843-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Compliance Case File	1988	2001	3	0	1	Paper	Paper
		General Administrative File (Contract Compliance)	1999	2001	0.3	0	0.1	Paper	Paper

Division: Annapolis Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1494</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Incident Reports & Summary File	1983	2001	34.5	2	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Annapolis Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1494</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Timekeeping Records	1993	2001	4	21	0	Paper	Paper
		General Accounting Records	1998	2001	1	2	0	Paper	Paper
		Fixed Assets	1993	2001	2.5	0	0	Paper	Paper
		Security Shift Reports & Schedules	1983	2001	15	0	0	None	None
		Transmittals	1998	1999	0	8	0	Paper	Paper
		Purchasing Records	1998	2001	6	0	0	Paper	Paper
		Mechanical Time Punch Data	1990	2001	120	0	0		
		Payroll Accounting Records	1994	2001	2	6	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Annapolis Public Buildings & Grounds

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1525</u>	Construction Contracts	2000	2001	1	1	1	Paper	Paper
	General Correspondence	1995	2001	4	2	1	Paper	Paper
	Security Station Clocks (Tapes)	2000	2001	1	0	1	Paper	Paper
	Original Contracts from Headquarters	1992	2001	4	4	2	Paper	Paper
	Personnel Records	1996	2001	4	2	1	Paper	Paper
	Maintenance Records	1998	2001	1	1	3	Paper	Paper
	Inventory & Budget Data	1996	2001	2	2	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Asbestos Program

<u>Schedule Number:</u>	<u>1064</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence File	1997	2001	30	30	10	Paper	Paper

Division: Baltimore Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1487</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contracts	1993	2001	9.5	7	2	Paper	Paper
		Personnel Files	1970	2001	12	0	0.5	Paper	Paper
		Agreements	1993	2001	6.1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Baltimore Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1487</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Leases	1993	2001	2.5	0	0.5	Paper	Paper
		Capital Projects	1993	2001	2.5	0	0.5	Paper	Paper
		Supply Purchases	1993	2001	10	4	2	Paper	Paper
		Work Orders Requests	1998	2001	8	9.1	5	Paper	Paper
		Health & Safety Files	1983	2001	3	5	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Construction Division

Schedule Number: 1493

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Project Construction Files	1998	2001	441.5	0	79.2	Paper	Paper
Administrative File	1995	2001	27	0	7.2	Paper	Paper
Fleet Management	1999	2001	0.5	0	0.2	Paper	Paper
Personnel Files	1990	2001	13.4	0	2.1	Paper	Paper
General Correspondence	1997	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Contract Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1484</u>	DGS Agendas to the Board of Public Works (Bpw)	1997	2001	18	0	18	Paper	Paper

Division: Department of General Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1459</u>	Miscellaneous Records	1997	2001	60	0	0	Paper	Paper
	Personnel Records	1984	2001	2.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Department of General Services

<u>Schedule Number:</u>	<u>1459</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1998	2001	10	0	0	Paper	Paper

Division: Engineering & Construction

<u>Schedule Number:</u>	<u>1497</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		State of Maryland	1996	2001	50	125	75	Paper	None
		Department of Juvenile Services - Addition of Building	1996	2001	5	2.5	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Engineering & Construction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1497</u>	Department of Health & Mental Hygiene	1996	2001	12.5	37.5	12.5	Paper	None
	New Community College of Baltimore	1996	2001	2	2	2	Paper	None
	St. Mary's College	1996	2001	2	2	2	Paper	Paper
	Morgan State University	1996	2001	12	12	12	Paper	None

Division: Engineering & Construction - Grants

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1491</u>								

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Engineering & Construction - Grants

<u>Schedule Number:</u>	<u>1491</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Jefferson Patterson Park & Museum	1985	2001	1	1	0.5	Paper	Paper
		Capital Grants & Loans	1981	2001	36	6	2	Paper	Paper

Division: Facilities Assessment

<u>Schedule Number:</u>	<u>1496</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Facility Files	1994	2001	27.4	0	5	Paper	Paper
		Miscellaneous	1994	2001	20	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Facilities Management, Office of Multi-service Cen

<u>Schedule Number:</u>	<u>1025</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tenant Agency Files	1996	2001	1	0	1	Paper	Paper
		Unofficial Personnel Files	1996	2001	1	5	1	Paper	Paper
		Contract File	1982	2001	1	5	1	Paper	Paper
		Purchasing Records	1995	2001	2.5	3	2.5	Paper	Paper
		Unofficial Leave Records	1996	2001	0.5	0	0.5	Paper	Paper
		Unofficial Equipment Inventory Cards	1999	2001	0.5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Fiscal Services - General Accounting

<u>Schedule Number:</u>	<u>1450</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Transmittals	1998	2001	80	0	0	Paper	Paper
		Fixed Assets	1970	2001	17	0	1	Paper	CD
		Payroll Accounting Records	1996	2001	40	0	4	Paper	CD
		Timekeeping Records	1983	2001	9	0	1	CD	CD
		Miscellaneous Accounting Records	1998	2001	1	0	0	Paper	Paper
		General Administration - Correspondence File	1998	2001	2	0	0	Paper	Paper
		General Accounting Records	1998	2001	1	0	0	Paper	CD
		Miscellaneous - Bank Records	1998	2001	2	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Fiscal Services Division

<u>Schedule Number:</u>	<u>1448</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Accounting Records	2000	2001	1.5	0	0	Paper	Paper
		Monthly Budget Forecasts	2000	2001	1	0	0	Paper	Paper
		Budget Estimates & Appropriations	2000	2001	2	0	0	Paper	Paper
		Invoices	1997	2001	2	0	0.5	Paper	Paper

Division: General Professional Services Selection Board

<u>Schedule Number:</u>	<u>843-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: General Professional Services Selection Board

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>843-5</u>	Architects/engineer's 254 Files	1985	2001	30	0	3	Paper	Paper
	Project File Ofr A/E Selection	1996	2001	82	0	12	Paper	Paper
	Appeal File	1974	2001	0.5	0	0.2	Paper	Paper

Division: Multi-Service Center-Arbutus/Catonsville

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1523</u>	Square Footage for Building	1982	2001	6	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Multi-Service Center-Arbutus/Catonsville

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1523</u>	General Correspondence	1998	2001	4	0	2	Paper	Paper
	Construction Submittals	1982	2001	5	5	0	Paper	Paper
	Policies, DGS, MSC Personnel DGS	1998	2001	3	0	2	Paper	Paper
	Personnel Files (In-house)	1995	2001	3	0	1	Paper	Paper
	Contracts/One Time/Multi Year	1998	2001	1	0	1	Paper	Paper
	Supply Purchases	1998	2001	2	0	0	Paper	Paper
	Health & Safety Files	1990	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Multi-Service Center-E.F. Borgerding

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1532</u>	Policies	1990	2001	2	2	1	Paper	Paper
	Supply & Equipment Purchases	1996	2001	2	1	1	Paper	Paper
	Health & Safety Files	1996	2001	2	0	1	Paper	Paper
	Personnel Files	1998	2001	2	2	1	Paper	Paper
	Contracts Contracts	1996	2001	1	3	1	Paper	Paper
	General Correspondence	1998	2001	1	2	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Multi-Service Center-Ellicott City

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1524</u>	General Correspondence - Incoming/Outgoing	1995	2001	2	1	1	Paper	Paper
	Forms (Blank)	1994	1999	1	1	1	Paper	Paper
	Reports	1992	2001	1	1	2	Paper	Paper
	Emergency Vehicle Assistance	1991	2001	1	1	0	Paper	Paper
	Telephone Service Requests	1997	1999	1	1	1	Paper	Paper
	Timesheets	1989	2001	1	1	1	Paper	Paper
	Contracts	1982	2000	2	3	1	Paper	Paper
	Purchasing	1990	2001	1	2	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Multi-Service Center-Ellicott City

<u>Schedule Number:</u>	<u>1524</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Work Orders	1995	2001	1	5	1	Paper	Paper
		Personnel Files	1982	2001	1	1	1	Paper	Paper

Division: Multi-Service Center-Salisbury

<u>Schedule Number:</u>	<u>1559</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Files (In-house)	1990	2001	4	0	0.5	Paper	Paper
		Accounting Records	1997	2001	2.5	0.5	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Multi-Service Center-Salisbury

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1559</u>	General Correspondence	1997	2001	10	7.5	3.5	Paper	Paper
	Square Footage for Building	1990	2001	5	0	0.5	Paper	Paper
	Policies; DGS, Msc, Personnel Dgs	1990	2001	0.5	0	0	Paper	Paper
	Supply Purchases	1997	2001	0.5	0	0	Paper	Paper
	Health & Safety Files	1997	2001	0.5	0	0	Paper	Paper
	Contracts/one-time/multi-year	1997	2001	5	0.5	0.5	Paper	Paper
	Construction Submittals	1990	2001	6	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: OEC - Office of the Director

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1489</u>	Multi-service Center/district Courts	1998	2001	12.5	37.5	12.5	Paper	None
	Spring Grove Hospital Center	1998	2001	2	2	0	Paper	None
	Springfield Hospital Center	1998	2001	2	2	0	Paper	None
	Rosewood Center	1998	2001	2	2	0	Paper	None
	Department of Juvenile Services	1998	2001	5	2.5	2	Paper	None
	Department of Health & Mental Hygiene	1998	2001	12.5	12.5	12.5	Paper	None
	Veterans Home	1998	2001	2	2	2	Paper	None
	Baltimore Public Bldgs & Grounds	1998	2001	25	75	75	Paper	None

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: OEC - Office of the Director

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1489</u>	Annapolis Public Bldgs & Grounds	1998	2001	25	75	75	Paper	None
	Public Broadcasting	1998	2001	2	2	2	Paper	None
	St Mary's College	1998	2001	2	2	2	Paper	None
	Community College of Baltimore	1998	2001	2.5	2.5	2.5	Paper	None
	Morgan State University	1999	2001	2.5	2.5	0	Paper	None
	Maryland School for the Deaf	1998	2001	2.5	2.5	2.5	Paper	None
	Maryland School for the Blind	1998	2001	2.5	2.5	2.5	Paper	None
	Great Oaks Center	1998	2001	2	2	0	Paper	None

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: OEC - Office of the Director

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1489</u>	Community Colleges	1998	2001	50	50	25	Paper	None
	Department of Natural Resources	1998	2001	5	2	0	Paper	None
	War Memorial	1998	2000	2	2	0	Paper	Paper
	Maryland State Police	1998	2001	12.5	5	2	Paper	None
	Military Department	1998	2001	5	2	0	Paper	None
	Department of Corrections	1998	2001	2.5	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Office of Engineering & Construction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1492</u>	Correspondence & Information Generated by DGS, Using Agencies, A/E's & Construction Regarding Design & Construction Projects	1990	2001	128	40	40	Paper	None
	Consist of Engineering and Architectural Comments Relative to the In-house Review of Design Documents for Capital Construction Projects	1990	2001	88	22	22	Paper	None

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Office of Facilities Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1145</u>	Unofficial Personnel Files	1999	2001	6	0	1	Paper	Paper
	Budget & RRR	1999	2001	1	1	1	Paper	Paper
	Parking Files	0	2001	1	0	0	None	None
	General Administrative Correspondence Files	1999	2001	6	6	1	Paper	Paper
	Security Files	0	2001	87.5	0	0	None	None
	Asbestos Files	1970	2001	8	0	8	None	None
	Parking Application Card File	0	2001	1	0	0	None	None

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Office of Procurement & Logistics

<u>Schedule Number:</u>	<u>2044</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Fleet Management	1997	2001	24	0	2	Paper	Paper
		Excess Property Declarations & Disposal Orders	1998	2001	42.5	0	12	Paper	Paper
		Fuel Management Exemptions	1990	2001	2.5	0	0	Paper	Paper
		Legislative Audits	1997	2001	11	0	1	Paper	Paper
		Annual Report of Fixed Assets, Materials & Supplies	1997	2000	1	0	1	Paper	Paper
		Fuel Management Audits	2000	2001	7.5	0	2.5	Paper	Paper
		Vehicle Disposition	1997	2001	20	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Office of Real Estate Reimbursable Lease Manage

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1485</u>	Amortization Schedules and Related Correspondence	1998	2001	2	0	2	Paper	Paper

Division: Personnel

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1488</u>	Contractual & Summer Employment	1998	2001	4	0	0	Paper	CD
	History Card File	1970	2001	2	0	0	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Personnel

Schedule Number: 1488

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Personnel Files	1970	2001	24	0	4	Paper	CD
Employment Inquiries	1998	2001	3	0	0	Paper	Paper
EEO/whistleblower File	1996	2001	1	0	0	Paper	Paper
Personnel Reports	1999	2001	3	0	1	Paper	Paper
General Correspondence & Operating Files	1970	2001	7	0	1	Paper	Paper
Clearance Files	1999	2001	2	0	1	Paper	Paper
Suspension/grievance/ charges for Removal	1970	2001	4	0	1	Paper	CD
Pin (Position History) Files	1970	2001	8	0	0	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Personnel

<u>Schedule Number:</u>	<u>1488</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Files & Employee Asst. Program	1970	2001	4	0	0	Paper	CD

Division: Procurement & Contracting

<u>Schedule Number:</u>	<u>1798</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1998	2001	173	0	40	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Real Estate

<u>Schedule Number:</u>	<u>1490</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence File	1989	2001	103	0	14	Paper	Paper

Division: Records Management

<u>Schedule Number:</u>	<u>912</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Records Transmittal Sheets	1953	2001	2	0	0.5	Paper	Electronic Fil
		Annual Leave Cards	1997	2001	0.3	0	0.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Division: Records Management

Schedule Number: 912

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Monthly Reference Summary	1999	2001	0.2	0	0.1	Paper	Paper
Correspondence - County, State , and Municipal Agencies	1996	2001	0.5	0	0.1	Paper	Paper
Records Inventory Sheets	1999	2001	0.3	0	0.2	Paper	Electronic Fil
Inventory Control Forms and Log	1998	2001	0.2	0	0.1	Paper	Paper
Microfilm Project Folders - (Source Document and Com)	1996	2001	1	0	0.2	Paper	Paper
Computer Output Microfilm (Com) File	1995	2001	1	0	0.5	Paper	Paper
Project File	1991	2001	0.5	0	0.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of General Services

Totals for Agency:	Department of General Services	2358.2	704.1	694.4
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Planning Information & Evaluation

<u>Schedule Number:</u>	<u>928</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Community Mental Health Grants	1995	2001	6	0	1	Paper	Paper

Division: Administration and Finance

<u>Schedule Number:</u>	<u>396</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence - Deportation and Transfers	1995	2001	1.5	0	0.5	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Aging Services

<u>Schedule Number:</u>	<u>1629</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Audit Reports	1993	2001	15.5	15.5	2.5	Paper	Paper
		Geriatric Evaluation Services Human Service Contracts	1994	2001	12.5	12.5	6	Paper	Paper
		Personnel Files	1993	2001	15	15	6	Paper	Paper
		Administrative Records	1994	2001	17	17	6	Paper	Paper
		Time Sheets	1993	2001	5	5	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: All Hospital Center, Institutions Administration

<u>Schedule Number:</u>	<u>1660</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Incident (Accident-abuse-unexplained Injury) Report on Patients/clients	1991	2001	86.3	33.1	12.6	Paper	Paper

Division: All Hospital Centers

<u>Schedule Number:</u>	<u>1421</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Form Patient Folder (Other Records)	1940	2001	451.5	685	229.9	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: All Hospital Centers

<u>Schedule Number:</u>	<u>1687</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Folders	1979	2001	1353.7	415.3	101	Paper	Paper
		Status Card File	1979	2001	6	2	0.5	Tab Card	Tab Cards
		Recruitment Files	1997	2001	5	0	0		
		Worker's Compensation First Report of Injury Reports	0	2001	49	10.5	6.6		
		Dept of Personnel Part-time Quarterly Reports	0	2001	5.6	4	0		
		Dept of Personnel Annual Reports	0	2001	7.1	3	0.5		
		Agency/dept Personnel Budget Reports	0	2001	18	40.5	3		

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: All Hospital Centers

<u>Schedule Number:</u>	<u>1687</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Folders	1969	2001	171	5	13.5	Paper	Paper
		History Card	0	2001	34.5	17.5	5.1		

Division: All Hospital Centers, Centers, Institutions

<u>Schedule Number:</u>	<u>1656</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1992	2001	454.2	511.5	126	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: All Units including Local Health Depts, Facilities, P

<u>Schedule Number:</u>	<u>2112</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contracts	1995	2001	464.8	45.8	88.4	Paper	Paper
		Budget and Accounting Records	1997	2001	2109.3	632.6	303.8	Paper	Paper
		Supervisor's Personnel Files	1962	2001	568.8	44	122.1	Paper	Paper
		Administrative Communication	1997	2001	2861.5	465.9	380.1	Paper	Paper

Division: Anatomy Board of Maryland

<u>Schedule Number:</u>	<u>682</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Anatomy Board of Maryland

<u>Schedule Number:</u>	<u>682</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Application for Donors	1962	2001	10	0	0.2		
		Legislation Files	1996	2001	1	0.2	0.2		
		Bodies Handled Files	1949	2001	0	58	0.8		
		Donation Inquiries	1962	2001	0.1	0	0		
		Directories of Nursing Homes	2000	2001	0.1	0	0		
		Donations Cancelled or Withdrawn	1962	2001	0.1	0	0		

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Asst Directorate of Planning & Info (Incl Div of P)

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1063</u>	General Administrative Correspondence Files	1996	2001	5	0	0	Paper	

Division: Asst. Secretary for Administrative Audit Records

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>878</u>	Audit Records	1992	2001	11	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Audiologists, Hearing Aid Dispensers &

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1664</u>	Genral Correspondence Files	1985	2001	18	0	1	Paper	Paper
	Fiscal Records	1996	2001	5	0	0	Paper	Paper

Division: Board of Optometry

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1665</u>	Disciplinary Activities	1991	2001	6	0	0.3	Paper	Paper
	Fiscal Records	1998	2001	2.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Optometry

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1665</u>	General Correspondence Files	1998	2001	8	0	0.5	Paper	Paper

Division: Board of Pharmacy

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1046</u>	Applications to Manufacture & Dispense Dangerous Drugs	1997	2001	2.5	0	0	Paper	CD
	Applications for Pharmacist License	1997	2001	25	9	2.5	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Pharmacy

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1046</u>	General Correspondence Files	1994	2001	3.5	0	0.5	Paper	Paper
	Pharmacy or Drug Store Applications	1997	2001	10	0	5	Paper	CD

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1900</u>	Weekly Review Panel Packets	1997	2001	15.9	0	5.7	Paper	Paper
	Controlled Correspondence	1999	2001	4	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Practice of Medicine Committee Packets	2000	2001	1	0	0	Paper	Paper
		Board Packets	1999	2001	2.5	0	0	Paper	Paper
		Closed Investigative Files with No Formal Sanction	1940	2001	207.7	0	2	Paper	Paper
		Disciplinary Order (Non-public)	1982	2001	1	0	0.5	Paper	Paper
		Open Investigation Files	1998	2001	254.7	0	85	Paper	Paper
		Applications for Professional Corporations	1998	2002	2	0	1	Paper	Paper
		Accounting Ledger	1996	2001	3	6	3	Paper	Electronic Fil
		Budget Files	1996	2001	2	4	2	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Time Sheets	1998	2001	2	2	2	Paper	CD
		Physician Licensure Files (Closed)	1998	2001	6	0	0.5	Paper	Paper
		Application for Physician Renewal	1996	2000	22	88	25	Paper	CD
		Inactive Status Application	1999	2001	2.5	1	0	Paper	Paper
		Medical Specialties Identification	1986	1992	2.5	12.5	0	Paper	CD
		Drug Dispensing Permits	1992	2001	5	0	5	Paper	Paper
		Exception from Licensures Exception from Licensure	1998	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		File Maintenance Sheets & Other Material to Be Entered into Automated Files	1994	2001	0.3	0	0.1	Paper	Paper
		Physician Privilege Information	1998	2001	2.4	1	1	Electroni	Electronic Fil
		Malpractice Settlement Files	1990	2001	0.2	0	0.3	Paper	Paper
		Expense Reports, Requisitions, Purchase Orders, & Invoices	1998	2001	6	6	3	Paper	CD
		Malpractice Claims Fees	1985	2001	64	0.4	0.2	Paper	Paper
		Renewals & Reinstatements	1998	2001	4	12	4	Paper	Paper
		Closed Files & Withdrawals	1998	2001	6	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Allied Health Programs Committee Minutes	1996	2001	10	0	5	Paper	Paper
		Allied Health Committee Packets	2000	2001	10	0	5	Paper	Paper
		Compliance Unit	1990	2001	3	0	0.4	Paper	Paper

Division: Board of Review

<u>Schedule Number:</u>	<u>1838</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Review

<u>Schedule Number:</u>	<u>1838</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Closed Board of Review Files	1999	2001	15	0	1	Paper	Paper

Division: Board of Social Work Examiners

<u>Schedule Number:</u>	<u>996</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence Files	1998	2001	2	4	0.2	Paper	
		Licensed Social Workers Registers	1998	2001	0.5	0.5	1	Paper	
		Licensure Applicant Files	1998	2001	0	50	10	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Board of Social Work Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>996</u>	Social Work Complaint Files	1975	2001	2	20	10	Paper	

Division: Boards & Commissions

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>603</u>	General Accounting Records	1995	2001	18.5	10	9.6	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Bureau of Laboratories

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>220</u>	Employees Time Records	1997	2001	2	8	2.5	Paper	
	Laboratory Registration	1999	2001	5	2.5	2.5	Paper	
	Monthly Report	1968	2001	11	0	0.2	Paper	
	Genreal Correspondence	1952	2001	172.5	10	1	Paper	

Division: Central Services Division, Fleet Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1425</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Central Services Division, Fleet Management

<u>Schedule Number:</u>	<u>1425</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Mileage Reports	2000	2001	1	0	0	Paper	
		Vendor Invoices	2000	2001	1	0	0	Paper	
		Inventory Cards	0	0	0.5	0	0	Tab Card	
		Accident Reports	2000	2001	2.5	0	0	Paper	
		Disposal of Vehicles	2001	2001	0.5	0	0	Paper	
		General Correspondence	2000	2001	5	0	0	Paper	

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Department of Health & Mental Hygiene

Division: Central Services, Purchasing

<u>Schedule Number:</u>	<u>977</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1997	2001	2.5	23	0		

Division: Children's Health Local & Family Health Admin

<u>Schedule Number:</u>	<u>1760</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Letters	1997	2001	4	0	4		
		Infant & Toddler Program	1998	2001	2	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Children's Health Local & Family Health Admin

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1760</u>	Children's Medical Services Case File (Replaces Crippled Children)	1995	2001	101	0	2.5	Paper	Paper
	High Risk Questionnaire for Infant Hearing Loss	1993	2001	29	0	8	Paper	Paper
	Grants & Contracts	1991	2001	6	0	6	Paper	Paper
	Payment Voucher Books	1999	2001	8	0	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Chronically Ill & Aging Admin/Kidney Disease Pro

<u>Schedule Number:</u>	<u>934</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Settled Individual Patient History File	1980	2001	175	0	75	Paper	Paper

Division: Clifton T Perkins State Hospital Business Manage

<u>Schedule Number:</u>	<u>428</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Leave Record Cards	1999	2001	0.3	0	0.1		
		Patients' Ledger Cards	1995	2001	32	25	0		
		Budget Ledger Cards	1988	2001	10	2	4		

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Department of Health & Mental Hygiene

Division: Clifton T Perkins State Hospital Business Manage

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>428</u>	General Personnel File	0	0	2	0	0		
	Inventory Records	1987	2001	23	4	0.5		

Division: Commission on Physical Fitness

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>673</u>	Media Files	1997	2001	1.5	4.5	0.5	Paper	Paper
	General Correspondence Files	1997	2001	0.8	2.3	0.8	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Commission on Physical Fitness

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>673</u>	Personnel Files	1997	2001	0.5	1.5	0.5	Paper	Paper
	Education & Inquires Files	1987	2001	2	4	2	Paper	Paper
	Physical Education in Other States	1997	2001	1	2	1	Paper	Paper

Division: Community & Public Health Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1958</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Community & Public Health Administration

<u>Schedule Number:</u>	<u>1958</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reimbursement for Breast & Cervical Cancer Diagnosis Treatment Program	1992	2001	112	42	15	Paper	Paper
		Reimbursement for Breast & Cervical Cancer Diagnosis & Treatment Program	1992	2001	117	17	12.5	Paper	Paper

Division: Community Services

<u>Schedule Number:</u>	<u>1520</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Community Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1520</u>	Swimming Pool Files	1955	2001	30	0	5	Paper	
	Product Safety Administrative Correspondence	1995	2001	8	0	2	Paper	

Division: Community Support Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1628</u>	General Transportation	1993	2001	10	0	10	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Community Support Services

<u>Schedule Number:</u>	<u>1628</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		DMS - Oxygen - Hearing Aids	1988	2001	95	17	18	Paper	
		Subject Files	1988	2001	10	3	20	Paper	

Division: Contracts & Telecommunication

<u>Schedule Number:</u>	<u>1650</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Contracts & Telecommunication

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1650</u>	Human/standard Service Contracts, Interagency Agreements, Modifications, Option Exercises, Tracking Forms, & Pertinent Correspondence	2000	2001	2	0	0	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: County Health Departments

<u>Schedule Number:</u>	<u>1518</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Community Mental Health Files	1995	2001	915	480	100.5	Paper	Electronic Fil
		Laboratory Reports	1996	2001	49	9.5	8	Paper	Paper
		Abstinence Counseling Files	1996	2001	809.5	138	192	Paper	Paper
		Veterinary Medicine Files	1996	2001	1551.8	508	7.5	Paper	Paper
		Tuberculosis Control Records	1980	2001	396.5	494	27.5	Paper	Paper
		Communicable Disease Records	1995	2001	206.9	112.4	17.3	Paper	Paper
		Hearing, Vision, Orthopedic, Cardiac, Plastic & Children's Medical Services Case Records	1996	2001	522.5	100	7.8	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: County Health Departments

<u>Schedule Number:</u>	<u>1518</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Sexually Transmitted Disease Records	1995	2001	940.5	662.8	56.8	Paper	Paper
		Chronic Disease Patient Records	1997	2001	113.5	52	14	Paper	Paper
		Brief Service Card Files	1995	2001	113	25	17	Paper	Paper
		Maternal Health Case Files	1996	2001	753.6	736.1	270	Paper	Paper
		Unified Medical Records	1993	2001	3237.3	639	214.5	Paper	Paper
		Signed Release of Information Statements	1995	2001	21	18	4	Paper	Paper
		Personnel Records	1995	2001	717.6	316.5	24.2	Paper	Paper
		Grant Awards	1996	2001	228.3	59.8	14.6	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: County Health Departments

<u>Schedule Number:</u>	<u>1518</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Refugee Records	1995	2001	5	0	2	Paper	Paper
		Hiv Positive/aids Records	1996	2001	314.5	43	22.8	Paper	Paper
		Developmentally Disabled Patient Records	1996	2001	235.5	9	20.5	Paper	Paper
		Drug Abuse Center Statistical Files & Correspondence	1995	2001	365.1	17.2	27	Paper	Paper
		Woman, Infant & Child Certification Records	1995	2001	1956.1	481	216.5	Paper	Paper
		Geriatrics Case Files	1995	2001	478.8	39.5	62.5	Paper	Paper
		Dental Case Records	1996	2001	235.6	46	12	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: County Health Departments

<u>Schedule Number:</u>	<u>1518</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Immunization Records	1996	2001	623	108	45.1	Paper	Electronic Fil
		Pediatric Case Files	1995	2001	2237	1755	58.5	Paper	CD
		Methadone & Other Drug Abuse Case Files	1995	2001	1675	947	228.5	Paper	Paper
		Family Planning Case Files	1995	2001	1739.5	520.6	133.5	Paper	Paper
		Home Health Program Records	1997	2001	242	226	14	Paper	Paper
		Hypertension Case Files	1995	2001	152.1	9	1.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Deer's Head Center

<u>Schedule Number:</u>	<u>819</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Patient & Employee X-rays	1979	2001	45	0	0	Microfil	Microfilm

Division: Deer's Head Center Laboratory

<u>Schedule Number:</u>	<u>1146</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reference Lab Records of Requisitions Sent	1998	2001	1	2	1	Paper	Paper
		Laboratory Copy of Lab Requisitions	1996	2001	12	10	4	Paper	CD

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Department of Health & Mental Hygiene

Division: Deer's Head Center Laboratory

<u>Schedule Number:</u>	<u>1146</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Quality Control Records	1996	2001	6	5	2	Paper	CD
		Daily Accession & Workload Reports	1996	2001	15	23	7	Paper	CD

Division: Dental Health

<u>Schedule Number:</u>	<u>211</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		County Halth Department Reports	1997	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Deputy Secretariat for Health Care Financing

<u>Schedule Number:</u>	<u>2108</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Procurement & Minority Business Record Series	1992	2001	16	0	3	Paper	Paper
		Settlements, Appraisals, Budget Records, Supporting Documentation, & Pertinent Correspondence	1993	2001	45	0	6	Paper	Paper
		State & Federal Reports	1991	2001	30	0	5	Paper	Paper
		State Audits	1992	2001	17	0	3.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Deputy Secretary for Operations-Fiscal Services A

<u>Schedule Number:</u>	<u>2106</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Organization, Operation, and Administration Files	0	0	10	0	0	Paper	
		Administrative Correspondence	1997	2001	28	12	20	Paper	
		Audits of FSA Units	0	0	1	0	0	Paper	
		Audit Reports	1995	2001	176	154	200	Paper	
		DHMH Contracts	1996	2001	103	2	2	Paper	
		DHMH Accounting Records	1997	2001	165	160	5	Paper	

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Department of Health & Mental Hygiene

Division: Deputy Secretary for Operations-Vital Statistics A

<u>Schedule Number:</u>	<u>2103</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1999	2001	2	2	2	Paper	Paper
		General/Misc Accounting Records	1999	2001	10	12	6	Paper	Paper
		Applications for Certificates	1999	2001	50	15	15	Paper	Paper
		Budget and Management Records	1999	2001	3	3	3	Paper	Paper

Division: DHMH Policy Administration and Records Office

<u>Schedule Number:</u>	<u>2111</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: DHMH Policy Administration and Records Office

<u>Schedule Number:</u>	<u>2111</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Policy Subject File	1950	2001	10	0	0.5	Paper	Paper
		Transmittal Master File	1998	2001	1	0	0	Paper	Paper
		Schedule Reference File	2001	2001	1	0	0	Paper	Paper
		Records Administration File	1998	2001	3	0	1	Paper	Paper
		Policy Administration Files	1998	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Division of Medical Assistance Recoveries

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1764</u>	Hospital Reimbursements (242s)	2000	2001	2.5	0	2.5	Paper	Paper
	Files of Accounts Receivables (Daily)	2000	2001	2.5	0	5	Paper	Paper
	Files of Accounts Receivables (Monthly)	2000	2001	15	0	7.5	Paper	Paper
	Health Management System Contract	2000	2001	2.5	0	2.5	Paper	Paper
	Cash Desk	1999	2001	22.5	0	7.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Drug Abuse Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>608</u>	Narcotic Addict Registry Source Document Files 1/6 - 1/74 (266 Cu Ft)	1992	2001	2	2	2	Paper	Paper

Division: Drug Abuse Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>800</u>	Director's Central Subject Files	1999	2001	2	2	2	Paper	Paper
	General Correspondence Files	1999	2001	2	2	2	Paper	Paper
	Direct Federal Grants to Programs	1997	2002	2.5	2.5	2.5	Paper	Paper
	Resumes File	1997	2001	2	2	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Drug Abuse Administration

<u>Schedule Number:</u>	<u>800</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Year-end Reconciliations of Grants	1995	2000	1	1	1	Paper	Paper
		Statistical Data Records Statistical Data Records	1997	2001	2.5	2.5	2.5	Paper	Paper
		Program Files	1997	2001	2.5	2.5	2.5	Paper	Paper
		Grant Files	1997	2002	2.5	2.5	2.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Drug Control

Schedule Number: 949

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Personnel Records	1998	2001	1	0	0.5	Paper	Paper
Controlled Dangerous Substances Registration	1998	2001	142.5	0	15	Paper	Paper
Pharmacy Inspection Reports	1998	2001	12.5	0	2	Paper	Paper
Memorandum & Correspondence	1998	2001	7.5	0	1	Paper	Paper
Audit Inspection Form & Security Check for the Methadone Program	1998	2001	1	0	0.5	Paper	Paper
Consumer Complaints	1998	2001	1	0	0.5	Paper	Paper
Drug Laws	1998	2001	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Drug Control

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>949</u>	Confidential Correspondence Files	1998	2001	8	0	1	Paper	Paper

Division: Engineering & Maintenance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1438</u>	Correspondence Files	1996	2001	25	15	2	Paper	
	Facility Program Management - Administrative Files	1996	2001	35	10	3	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Engineering & Maintenance

<u>Schedule Number:</u>	<u>1438</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Facility Program Management - Project Folders	1991	2001	60	11	7	Paper	
		Plans Review - Drawings & Specifications	1991	2001	345	0	5	Paper	
		Divisin Management - Administrative Files	1996	2001	35.5	0	2	Paper	

Division: EPI & Disease Control Program

<u>Schedule Number:</u>	<u>2069</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: EPI & Disease Control Program

<u>Schedule Number:</u>	<u>2069</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tuberculosis & Refugee Health	1989	2001	279	9	9	Paper	Paper
		Outbreak & Case Investigations	1970	2001	45	15	15	Paper	Paper
		Immunizations	1994	2001	26	13.5	0	Paper	Paper
		Communicable Disease & Surveillance	1971	2001	40	20	15	Paper	Paper
		Veterinary Medicine	1970	2001	30	0	15	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Equal Access Compliance Unit/Office of Communi

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1585</u>	On-going Civil Rights Compliance Files	1995	2001	22	0	3	Paper	Paper

Division: Food Control

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1522</u>	Licensure File for Food Processing Plants	1996	2001	12.5	0	1.3	Paper	Paper
	Surveys for Restaurants & Markets	1996	2001	2	0	0.2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Food Control

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1522</u>	Budget Records	1996	2001	2	0	0.2	Paper	Paper
	Personnel Records	1996	2001	1.5	0	0.6	Paper	Paper
	Inspection Files	1996	2001	12.5	0	1.3	Paper	Paper
	Administrative Correspondence	1996	2001	6	0	0.5	Electroni	Paper
	Plan Review Activities File	1996	2001	14	0	1.4	Paper	Paper
	Seafood Plants Inspection	1996	2001	4.5	0	4	Paper	Paper
	Registration File for Out-of-state Soft Drinks and Bottled Waters	1996	2001	4.5	0	0.4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Health Choice Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2101</u>	Program Management Files	1997	2001	89.7	26	2	Paper	
	Division Management Files	2000	2001	24	0	0	Paper	

Division: Health Promotion, Education & Tobacco Use Prev

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1759</u>	Controlled Correspondence	1995	2001	8.5	0.5	0.2	Paper	Electronic Fil
	Genral Administration	1989	2001	18	3	2.7	Paper	Floppy Disks

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Health Promotion, Education & Tobacco Use Prev

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1759</u>	Accounting	1996	2001	29	2	0.5	Paper	Paper
	Grants/procurement Records	1981	2001	26.3	3.5	3.4	Paper	Paper
	Personnel Records	1989	2001	6	0	1.2	Paper	Paper

Division: Health Services Cost Review Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1124</u>	Legal Records	1995	2001	60.5	10	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Health Services Cost Review Commission

<u>Schedule Number:</u>	<u>1124</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1990	2001	176	10	22.5	Paper	Paper

Division: Health Statistics & Population Estimation

<u>Schedule Number:</u>	<u>1156</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Studies of Environmental Problems Associated with Industrial Plants, Food Processing Plants, Manufacturing Plants, Warehousing	1987	1988	1.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Insurance Recovery, Med Care Compliance, MA R

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1398</u>	Closed Insurance Claim Folders	1999	2001	5	0	7.5	Paper	Paper
	Medical Assistance Case Folder (Without Insurance)	1999	2001	5	0	7.5	Paper	Paper
	Medical Assistance Case Folder, Non-active (With Insurance)	2000	2001	5	0	2.5	Paper	Paper
	Case Record Audit Trails	1994	2001	300	0	25	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Legal Liabilities, Med Care Compliance, MA Recov

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1418</u>	Miscellaneous	1999	2001	2.5	0	2.5	Paper	Paper
	Closed Medical Assistance Provider Case Folders	1999	2001	12.5	0	10	Paper	Paper
	Closed Medical Assistance Paternity Case Folders	1999	2001	7.5	0	7.5	Paper	Paper
	Case Record Audit Trails	1999	2001	7.5	0	7.5	Paper	Paper
	Closed Medical Assistance Fraud Cases	1999	2001	2.5	0	2.5	Paper	Paper
	Closed Medical Assistance Estate Cases	1999	2001	22.5	0	5	Paper	Paper
	Closed Medical Assistance Tort Case Folders	1998	2001	7.5	0	7.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Legal Liabilities, Med Care Compliance, MA Recov

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1418</u>	Closed Medical Assistance Resource Case Folders	1999	2001	7.5	0	7.5	Paper	Paper

Division: Local Health Organization Environmental Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>842</u>	Waste Disposal Facilities Files	1970	2001	113.5	0	6.4	Paper	Paper
	Complaints - Aqc	1970	2001	48.9	10	38.9	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Local Health Organization Environmental Health

<u>Schedule Number:</u>	<u>842</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Swimming Pool Files	1970	2001	82.7	12	10	Paper	Paper
		Ater Supply & Testing Files	1970	2001	171.7	6.4	12.6	Paper	Paper
		Multiple Dwelling Licensure Files	1970	2001	6	0	0.1	Paper	Paper
		Water Quality Control Emergency Files	1970	2001	32.8	0	1.3	Paper	Paper
		Restaurant & Food Service Facilities Inspection Files	1970	2001	795.5	116	30.7	Paper	Paper
		Camp & Beach Inspection Files	1970	2001	23.7	2	29.5	Paper	Paper
		New Establishment Construction Files	1970	2001	559.8	136	15.3	Paper	Paper
		Major Subdivision Files	1970	2001	402.8	70	33	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Local Health Organization Environmental Health

<u>Schedule Number:</u>	<u>842</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Commerical Files	1970	2001	157.5	34	10	Paper	Paper
		Percolation Test Files	1970	2001	776.3	52	143.8	Paper	Paper
		Inspections of Nursing Homes & Hospitals	1970	2001	31.7	2	5.5	Paper	Paper
		Psittacine Bird Permit File	1970	2001	12.2	2	3.7	Paper	Paper
		Open Burning Permits Log	1970	2001	12.8	2	6.8	Paper	Paper
		Mobile Home Park Inspection File	1970	2001	43.5	8	4.7	Paper	Paper
		Rodent Control Surveys	1970	2001	2.9	0	0.5	Paper	Paper
		Rabies Clinic Files	1970	2001	116.8	25	13.4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Local Health Organization Environmental Health

<u>Schedule Number:</u>	<u>842</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Community Development Code Enforcement Surveys	1970	2001	1.2	0	0	Paper	Paper
		Inspections of Nonpublic School Facilities	1970	2001	24.5	0	1.2	Paper	Paper
		Inspections of Group Homes & Other Miscellaneous Facilities	1970	2001	36.3	2.5	4.7	Paper	Paper
		Inspections of Prison Food Service Facilities	1970	2001	18.9	0	1	Paper	Paper
		Disposition of Controlled Dangerous Substance	1970	2001	6.5	0	1.2	Paper	Paper
		Voluntary Destruction Agreement Files	1970	2001	15.8	0	1.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Local Health Organization Environmental Health

<u>Schedule Number:</u>	<u>842</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Genreal Correspondence Files	1970	2001	114.3	0	24.3	Paper	Paper
		Data Report Files	1970	2001	1.3	0	0.5	Paper	Paper
		Complaint Control Log (Alpha & Numeric)	1970	2001	14.7	0	3.7	Paper	Paper
		Air Quality Project Files	1970	2001	103.5	0	1.4	Paper	Paper
		Application for Use of Open Fires	1970	2001	21.2	2	5.4	Paper	Paper
		Air Quality Control Site Information Files	1970	2001	229.7	116	2.5	Paper	Paper
		Shellfish Establishment Inspection Files	1970	2001	5.5	0	0.3	Paper	Paper
		Special Food Service Permit Files	1970	2001	81.6	51	8	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Local Health Organization Environmental Health

<u>Schedule Number:</u>	<u>842</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public Schools - All File Items	1970	2001	41.8	10	3.4	Paper	Paper
		Daycare Center Files/licenses & Inspections	1970	2001	23.5	2	5	Paper	Paper
		Registration Card Files	1970	2001	10.4	0	1.3	Tab Card	Tab Cards
		Foodborne Illness Investigation Files	1970	2001	33.7	27.5	6.5	Paper	Paper
		Red Cross Swim Water Samples	1970	2001	8.9	2	3.3	Paper	Paper
		Premise Files	1970	2001	8.4	16	4.2	Paper	Paper
		Miscellaneous Project Files	1970	2001	88.8	2	2.1	Paper	Paper
		Complaint Files	1970	2001	109.1	4	9.6	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Long-term Care MR/MH Review

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1467</u>	Inspection of Care Folders - ICF/MR Facilities	1997	2001	8	8	12	Paper	Paper
	Inspection of Care Folders - ICF/MR Waiver Programs	1997	2001	23	23	30	Paper	Paper

Division: Long-term Care/community Care Programs

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1848</u>	Home Health Recipient Files	1996	2001	10	5	2.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Long-term Care/community Care Programs

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1848</u>	Home Health Provider Agency Files	1996	2001	13	5	2.5	Paper	Paper
	SURS Cases	1996	2000	2	0	0.5	Paper	Paper
	Model Waiver Recipient - Graduated & Deceased	1996	2001	10	16	8	Paper	Paper
	Early Periodic Screening, Diagnosis & Treatment, Private Duty Nursing, (EPSDTPDN)	1996	2001	23	6	3	Paper	Paper
	Correspondence Files	1996	2001	2	1	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Long-term Care/long-Term Care Facilities

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1172</u>	Utilization Control Agent File (UCA)	1997	2000	10	6	3	Paper	
	Administrative Reviews-patient Assessment Adjustments	1997	2000	10	6	3	Paper	
	Waiver Program File	1995	2001	36	36	72	Paper	Paper

Division: Maryland Health Care Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2110</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Maryland Health Care Commission

<u>Schedule Number:</u>	<u>2110</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous	1995	2001	2.5	5	4	Paper	
		Maryland Home Health Agency Profile Report	1994	2001	2.5	3.5	1	Paper	
		Certification of Need Project Files	1993	2001	10.5	31	4	Paper	
		Maryland Long Term Care Survey	1994	2001	2.5	3.5	1	Paper	
		Certification of Need General Files	1995	2001	4	8	1	Paper	
		Subacute Care Survey	1994	2001	2.5	3.5	1	Paper	
		Maryland Health Care Commission Administrative Files	1997	2001	11.5	23	4	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Maryland State Board of Dental Examiners

<u>Schedule Number:</u>	<u>1482</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence Files	1998	2001	27	9	8	Paper	CD
		License Stubs	1998	2001	12	6	6	Paper	Paper

Division: Medicaid Quality Control

<u>Schedule Number:</u>	<u>1663</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Review Schedules	1998	2001	5	0	3	Paper	Paper
		Miscellaneous	1999	2001	4	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Medical Assistance Recoveries/legal Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1763</u>	Miscellaneous Closed Liens	1999	2001	2	0	2	Paper	Paper
	Files of Closed Property Lien Cases in the Legal Section of the Division of Medical Assistance Recoveries	1999	2001	47.5	0	12.5	Paper	Paper

Division: Medical Care Finance & Compliance Administratio

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1624</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Medical Care Finance & Compliance Administratio

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1624</u>	Timesheets	1998	2001	5	0	5	Paper	Paper
	Miscellaneous	1996	2001	12.5	0	5	Paper	Paper
	Health Management Systems Contract	1996	2001	12.5	0	7.5	Paper	Paper
	Chronological Files of the Activities of the Division of Medical Assistance Recoveries	1996	2001	10	0	5	Paper	Paper
	Files of Former Employees of the Medical Assistance Recoveries Unit	1998	2001	5	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Medical Care Operations Administration

<u>Schedule Number:</u>	<u>1201</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Eligibility Case Records	2000	2001	87.5	52	50	Paper	Paper
		General Correspondence	1980	2001	32.5	0	25	Paper	Paper

Division: Medical Care Program, Medical Care Operations A

<u>Schedule Number:</u>	<u>1495</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Provider Invoice File - Medicare Crossover	1995	2001	10	200	10	Microfil	Microfilm

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Medical Care Program, Medical Care Operations A

<u>Schedule Number:</u>	<u>1495</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Provider Invoice File - Hospital Invoice	1995	2001	10	200	10	Microfil	Microfilm
		Provider Invoice File - HCFA 1500	1995	2001	20	2000	20	Microfil	Microfilm
		Provider Invoice File - Dental Invoice	1995	2001	5	100	5	Microfil	Microfilm
		Provider Invoice File - Vision Care Invoice	1995	2001	2.5	100	2.5	Microfil	Microfilm
		Provider Invoice File - Home Health Invoice	1995	2001	15	1000	15	Microfil	Microfilm
		Provider Invoice File - Long-term Care Invoice	1995	2001	10	200	10	Microfil	Microfilm

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Mental Hygiene Administration

<u>Schedule Number:</u>	<u>1432</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Records	1987	2001	12.5	0.5	2.5	Paper	Paper
		Hospital Files	1993	2001	49.1	0	8.5	Paper	Paper
		Lawsuits	1979	2001	50.3	0.5	30.7	Paper	Paper
		Grant Awards	1988	2002	34.5	0	5.5	Paper	Paper
		Preadmission Screening & Annual Resident Review - (Pasarr) Records	1998	2001	37.5	0	15	Paper	Paper
		Patient Records	1998	2001	135.6	1	5	Paper	Paper
		General Accounting Records	1995	2001	2	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Mental Retardation & Developmental Disabilities

<u>Schedule Number:</u>	<u>893</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Providers	1994	2001	85	46	17.5	Paper	Paper
		State Residential Facilities	1994	2001	4.3	11.5	1.8	Paper	Paper
		Client Files	1992	2001	154.5	99	37	Paper	Paper

Division: Milk Control

<u>Schedule Number:</u>	<u>1521</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Milk Control

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1521</u>	Frozen Dessert Manufacturers (Instate)	1993	2001	4.5	0	0	Paper	Paper
	Bob Tailers	1993	2001	0.5	0	0	Paper	Paper
	Tank Trucks, Inspections, Correspondence	1993	2001	1	0	0	Paper	Paper
	Cooperatives, Correspondence, Complaints	1993	2001	44.5	0	0	Paper	Paper
	Producers	1993	2001	15.5	0	0	Paper	Paper
	Distribution Stations	1993	2001	3	0	0	Paper	Paper
	Transfer & Receiving Stations	1993	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Milk Control

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1521</u>	Manufacturinggrade (Instate)	1993	2001	2	0	0	Paper	Paper
	Haulers	1993	2001	15	0	0	Paper	Paper
	Processing Plants (Instate) Grade a	1993	2001	6	0	0	Paper	Paper
	Processing Plants (Out-of-state) Grade a	1993	2001	5	0	0	Paper	Paper
	Frozen Dessert Manufacturers (Out-of-state)	1993	2001	5	0	0	Paper	Paper
	Daily Records	1993	2001	1	0	0	Paper	Paper
	Milk Surveys	1993	2001	0.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Minority Busns Enterprise Office/community Relat

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1586</u>	Copies of Annual Reports	1995	2000	0.3	0	0	Paper	
	Activities of Minority Human Service Provider Consortium & the Minority Human Service Providers Institute	1996	2000	0.3	0	0	Paper	

Division: Office of Federal Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1187</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Office of Federal Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1187</u>	State Legislation Files	1995	2001	56	0	6	Paper	Paper
	Medical Assistance Advisory Committee General Correspondence Files	1997	2001	3	0	1	Paper	Paper
	Subject Matter Files	1997	2001	8	0	2	Paper	Paper

Division: Office of Licensing & Certification Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1560</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Office of Licensing & Certification Program

<u>Schedule Number:</u>	<u>1560</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Developmental Disability Facility	1993	2001	263	22	20	Paper	Paper
		Hospital & Related Institution Comoplain Report	1993	2001	93	0	2	Paper	Paper
		License Application File	1993	2001	159.5	112	124.5	Paper	Paper

Division: Office of Planning & Capital Financing

<u>Schedule Number:</u>	<u>2020</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Office of Planning & Capital Financing

<u>Schedule Number:</u>	<u>2020</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Property Transactions	1957	2000	10	0	1	Paper	Paper
		Nursing Home Bond Files	1968	1996	8	0	0	Paper	Paper
		Community Bond & Adult Day Care Files	1975	2001	28	0	4	Paper	Paper
		Handicapped-access Program Files	1994	2001	3	0	1	Paper	Paper
		Program Statement Files	1984	2001	10	0	2	Paper	Paper
		Personnel Medical Files	1996	2001	0.1	0	0	Paper	
		Reading File	1994	2001	4	0	2	Paper	Paper
		General Administrative Files	1990	2001	12	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Office of Planning & Capital Financing

<u>Schedule Number:</u>	<u>2020</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Office/department Archival Files	1983	2000	2	0	1	Paper	Paper
		CIP Improvement Program CIP Notebooks	1982	2000	5	0	1	Paper	Paper
		Timekeeping Files	1994	2001	2	0	0	Paper	Paper
		Personnel Files	1998	2001	0.5	0	0	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Office of Regulations Coordination

<u>Schedule Number:</u>	<u>1837</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Closed Regulations Files	1999	2001	17	0	1	Paper	Paper

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>2100</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Procurement, Fiscal Management Materials	1999	2001	122	17	2	Paper	None

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>2100</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Y2k Program Planning, Development, Implementation, & Evaluation Materials	1999	2001	68.5	37	0	Paper	None

Division: Operations/Info Resources Mgmt Admin-All Divisi

<u>Schedule Number:</u>	<u>2099</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Information Systems Divisions	1995	2001	147	0	60	Paper	Electronic Fil
		Computer Operations Division	2000	2001	79	0	40	Paper	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Operations/Info Resources Mgmt Admin-All Divisi

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2099</u>	Information Technology Support Division	1995	2001	93	0	20	Paper	Electronic Fil

Division: Personnel Services Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1690</u>	Employment Application (Ms-100)	2000	2001	9	22	22	Paper	Paper
	Medical Folder	1998	2001	24	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Personnel Services Administration

<u>Schedule Number:</u>	<u>1690</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Transaction Forms (Ms-310)	1997	2001	30	0	0	Paper	Paper
		Grievance Folders	1975	2001	65	13	13	Paper	Paper
		Classification Folders	1975	2001	124	0	0	Paper	Paper
		All Standard Personnel Forms & Personnel Media	1965	2001	187.5	72.3	72	Paper	Paper
		Special Payments Payroll Contracts	1995	2001	50.5	0	0.3	Paper	Paper
		Employment Examinations	2001	2001	9	0	0	Paper	Paper
		Inactive Applications/resumes by Position Title	1999	2001	12	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Personnel Services Administration

<u>Schedule Number:</u>	<u>1690</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Recruitment Activity Folder by Pin & Job Title	1992	2001	12	0	0	Paper	Paper
		Payroll & Personnel Records	1999	2001	204	59	20	Paper	Paper
		Timekeeping Accounting Records	1975	2001	119.5	42	43	Paper	Paper
		Special Leave Documentation	1998	2001	3	3	3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Planning Develop. & Finance-Medical Care Prgm-

<u>Schedule Number:</u>	<u>2109</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contracts, Grants, Research Files	1990	2001	35	0	3	Paper	Paper
		Miscellaneous Files	1993	2001	28	0	7	Paper	Paper
		Program Files	1990	2001	45	0	2	Paper	Paper

Division: Program Cost & Analysis

<u>Schedule Number:</u>	<u>2093</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Sliding Fee Scales	1996	2001	20	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Program Cost & Analysis

<u>Schedule Number:</u>	<u>2093</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Special Project Files	1999	2001	9	0	0		
		Employee Time Sheets & Leave Records	1999	2001	2	0	0		
		Medicaid Clinic & Ap Payments	2000	2001	4	2	4		
		Indirect Cost Files	1994	2000	10	0	10	Paper	Paper
		Human Service Contract/grant Files	1999	2001	139	25	64	Paper	Paper
		Medicare/Medicaid Costing	1992	2001	73.5	14	5	Paper	Paper
		Rate Setting for Private Vendors & Local Health Departments	1999	2001	31.4	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Program Cost & Analysis

<u>Schedule Number:</u>	<u>2093</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Computer Generated Audit Tracking System	1999	2001	10	0	0	Paper	Paper
		Billing & Collection Plans	1995	1999	9	0	0	Paper	Paper
		General Correspondence Files Human Service Contracts	1999	2001	24	0	4	Paper	Paper
		Prospective Payment	1999	2001	68.3	24	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Psychiatric Education & Training, Chief

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>384</u>	General Correspondence (Current File)	1995	2001	4	0	0.8	Paper	
	Budget File	1995	2001	1	0	0.2	Paper	Paper

Division: Public Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>198</u>	Correspondence	1997	2001	2	20	0	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Resident Grievance System

<u>Schedule Number:</u>	<u>1199</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Legal Assistance Provider Records	1999	2001	6	0	2	Paper	Paper
		Grievance Records	2000	2001	2.5	12	0	Paper	Paper
		Training Records	2000	2001	0.2	0.2	0	Paper	Paper
		Facility Correspondence	2000	2001	0.2	0	0	Paper	Paper

Division: State Board of Chiropractic Examiners

<u>Schedule Number:</u>	<u>680</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Chiropractic Examiners

<u>Schedule Number:</u>	<u>680</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Communications Log	1999	2001	1	0	0	Paper	Paper
		Registration & Renewal Files	1970	2001	32	0	10	Paper	Paper
		Application for Examination & Licensing Files	1930	2001	34	26	10	Paper	Paper

Division: State Board of Examiners of Nurses

<u>Schedule Number:</u>	<u>609</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Examiners of Nurses

<u>Schedule Number:</u>	<u>609</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Annual School Reports	1990	2001	1	0	0		
		Nursing School Correspondence	1979	2001	2	0	0		
		Nursing School Survey File	1979	2001	7	0	1.5		
		Bond, Insurance Policy, & Contract File	1997	2001	0.5	0	0		
		Registration File - Registered Nurses	1987	1996	0.5	0	0		
		Registration File - Practical Nurses	1988	1996	0.5	0	0		

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Examiners of Nursing Home Admin

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1846</u>	Continuing Education Program Files	1996	2001	5	0	0	Paper	None
	General Correspondence Files	1970	2001	15	0	0.2	Paper	
	Personnel Files Board & Merit System	1970	2001	1	0	0.2	Paper	
	Examination Cards	1970	2001	1	0	0.2	Paper	
	Administrators' License Files	1970	2001	36	0	2	Paper	Paper
	Hearings & Disciplinary Files	1972	2001	20	0	1	Paper	

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Examiners of Psychologists

<u>Schedule Number:</u>	<u>706</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Examination Score Files	1957	2001	1	0	0	Paper	

Division: State Board of Funeral Directors & Embalmers

<u>Schedule Number:</u>	<u>683</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Apprenticeship License Files	1995	2001	4	2	1	Paper	Paper
		Funeral Directors & Embalmers License Files	1977	2001	24	4	6	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Funeral Directors & Embalmers

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>683</u>	Examination Information Files	1986	2001	9	5	0	Paper	Paper
	Funeral Home License Files	0	2001	14	2	4	Paper	Paper
	Funeral Home Inspection Card Files	0	2001	4	0	1	Paper	Paper
	Courtesy Card Files	1990	2001	2	0	2	Paper	Paper

Division: State Board of Physical Therapy Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>676</u>								

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Department of Health & Mental Hygiene

Division: State Board of Physical Therapy Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>676</u>	Applications for License	1949	2001	1	0	2	Paper	CD

Division: Unit Division of Dietetic Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1652</u>	Reports of Visit to Institutions, Special Reports/projects, Etc	1996	2001	1	0	0.1	Paper	Paper
	Child Nutrition Program	1996	2001	1	0	1.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Health & Mental Hygiene

Division: Utilization & Eligibility Review

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
1394	Managed Care	1991	2001	20	21	10.5	Paper	Paper
Totals for Agency: Department of Health & Mental Hygiene				42532.9	18036.9	5775		

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Board for Professional Engineers

<u>Schedule Number:</u>	<u>612-119</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Examination Application File	1983	2001	14	0	2	Paper	Paper
		Complaint File	1994	2001	4.5	0	0.5	Paper	Paper

Division: Board for Professional Land Surveyors

<u>Schedule Number:</u>	<u>612-118</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Complaint File	1995	2001	8	0	0.5	Paper	Paper
		Examination Application File	1984	2001	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Board of Architects

<u>Schedule Number:</u>	<u>612-122</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Complaint File	1993	2001	3	0	0.5	Paper	Paper
		Examination Application File	1978	2001	6	0	0.5	Paper	Paper

Division: Board of Pilots

<u>Schedule Number:</u>	<u>612-123</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Complaint File	1985	2001	0.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Commissioner of Consumer Credit

<u>Schedule Number:</u>	<u>612-145</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reports of Examiners	1998	2001	33	0	5	Paper	Paper
		Applications for License	1989	2001	30	89	10	Paper	Paper
		Complaints of Borrowers	2000	2001	38	0	10	Paper	Paper

Division: Cosmetologists

<u>Schedule Number:</u>	<u>612-117</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Registration File	1997	2001	7	173	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Cosmetologists

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>612-117</u>	Inspection Reports	2000	2001	0	2.5	2.5	Paper	Paper

Division: Job Training & Placement Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>991-3</u>	Targeted Jobs Tax Credit (TJTC)	1995	2001	1.5	1.9	0.4	Paper	Paper
	Case Records	1998	2001	20	11	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Job Training & Placement Administration

<u>Schedule Number:</u>	<u>991-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employment Security Automated Reporting System	1996	2001	20	4	12	Paper	Paper

Division: Labor & Industry

<u>Schedule Number:</u>	<u>612-160</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		MOSH Training Files	1990	2001	4	2	0	Paper	Paper
		MOSH Consultation Files	1999	2001	56	3	3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry

<u>Schedule Number:</u>	<u>612-160</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Research & Statistics	1970	2001	98	0	49	Paper	Paper
		MOSH Discrimination Case Files	1998	2001	8	0	0	Paper	Paper
		MOSH Inspection Files	1998	2001	363	150	50	Paper	Paper
		Administration Files	1998	2001	64	0	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry Boiler Unit

<u>Schedule Number:</u>	<u>612-65</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Boiler Registration Cards	1970	2001	12	0	6	Paper	Paper
		Inspectors' Daily Activity Reports	1999	2001	2	0.2	2	Paper	Paper
		R-1 Reports/manufacturers Data Reports	1993	2001	1	1	1	Paper	Paper
		Symbol Review/quality Control Manuals	1990	2001	1	1	1	Paper	Paper
		Calvert Cliff Files	1975	2001	2	0	1	Paper	Paper
		Accident & Complaint Report Files	1989	2001	0.2	0	0	Paper	Paper
		Boiler Inspection Reports	1998	2001	11	4	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry Boiler Unit

<u>Schedule Number:</u>	<u>612-65</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1999	2001	1	1	1	Paper	Paper

Division: Labor & Industry Employment Standards Service

<u>Schedule Number:</u>	<u>612-59</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Wage Collection Claims	1998	2001	90	0	8	Paper	Paper
		Work Permit for Minors	1998	2001	1	0	1	Paper	Paper
		General Correspondence	1995	2001	16	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry -Hearing Examiner's Unit

<u>Schedule Number:</u>	<u>815</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Hearing Examiner's Formal Decisions	1973	2001	1	4	1	Paper	Paper

Division: Labor & Industry/employment Agencies

<u>Schedule Number:</u>	<u>612-60</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence Files	1999	2001	7.5	0	2	Paper	Paper
		Employment Agency Licensing Files	1987	2001	225	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry/employment Agencies

<u>Schedule Number:</u>	<u>612-60</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employment Counselor Licensing Files	1987	2001	4	0	0	Paper	Paper

Division: Labor & Industry-amusement Ride Safety

<u>Schedule Number:</u>	<u>612-140</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inspection Schedule Log	2000	2001	0.5	0	0.5	Paper	Paper
		Amusement Ride Accident, Complaint & Citation Reports	1999	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry-amusement Ride Safety

<u>Schedule Number:</u>	<u>612-140</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Amusement Ride Safety Inspecting Reports	1999	2001	13	0	0.5	Paper	Paper
		Amusement Ride Registration/insurance File	1998	2001	20	0	0.5	Paper	Paper

Division: Labor & Industry-apprenticeship & Training Coun

<u>Schedule Number:</u>	<u>825</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Registered Apprenticeship Programs	1962	2001	101	23	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry-apprenticeship & Training Coun

<u>Schedule Number:</u>	<u>825</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Registered Apprentice Card File	1962	1990	9.5	0	0	Paper	Paper
		General Correspondence	1962	2001	23	8	0.2	Paper	Paper
		Registered Apprenticeship Program File Cards	1962	2001	3	0	0.1	Paper	Paper
		On-the-job Training Programs	1975	2001	1	4	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry-elevator Safety Inspection

<u>Schedule Number:</u>	<u>612-139</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inspectors' Daily Activity Reports	1999	2001	3	0	0.5	Paper	Paper
		Inspection Schedule Log	2000	2001	0.5	0.5	0.5	Paper	Paper
		General Correspondence	1999	2001	0.5	0	0.5	Paper	Paper
		Elevator History Files	1996	1999	15	134	0.5	Paper	Paper

Division: Labor & Industry-employment Standards

<u>Schedule Number:</u>	<u>612-135</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry-employment Standards

<u>Schedule Number:</u>	<u>612-135</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Work Permit for Minors	1998	2001	1	0	1	Paper	Paper
		Wage Collection Claims	1998	2001	90	0	8	Paper	Paper
		General Correspondence	1995	2001	16	0	2	Paper	Paper

Division: Labor & Industry-prevailing Wage Section

<u>Schedule Number:</u>	<u>612-138</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Restitutions	1995	2001	3	0	1	Paper	Paper

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Department of Labor, Licensing & Regulation

Division: Labor & Industry-prevailing Wage Section

<u>Schedule Number:</u>	<u>612-138</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Requests & Determinations	1995	2001	4.5	0	1	Paper	Paper
		General Correspondence	1995	2001	20.5	0	2	Paper	Paper
		Field Investigations	1998	2001	17	0	2	Paper	Paper
		Surveys	1998	2001	16	0	2	Paper	Paper
		Project File of Certified Payroll Records	1998	2001	88	0	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry-railroad Safety & Health

<u>Schedule Number:</u>	<u>612-142</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Railroad Accident/incident Reports	1994	2001	3	0	0.2	Paper	Paper
		Variance Records	1983	2001	10	0	0.4	Paper	Paper
		Major Accidents - Investigation Reports	1994	2001	3	0	0.2	Paper	Paper
		Inspection Reports	1994	2001	3	0	0.2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Legal Services

<u>Schedule Number:</u>	<u>612-107</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Litigation File	1985	2001	382	0	38	Paper	Paper
		General Correspondence	1996	2001	127	0	6	Paper	Paper

Division: Maryland Board of Landscape Architects

<u>Schedule Number:</u>	<u>612-120</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Examination Application File	1989	2001	0.5	0	0.5	Paper	Paper
		Complaint File	1986	2001	0.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Md Home Improvement Commission

<u>Schedule Number:</u>	<u>612-146</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Files	1998	2001	15	0	10	Paper	Paper
		Applications for License Renewal	1997	2001	31	0	20	Paper	Paper
		Application File for Contractors, Subcontractors, Salesmen, Additional Salesmen	1982	2001	120	0	50	Paper	Paper
		Complaints & Claims	1999	2001	174	13	15	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Occupational & Professional Licensing Board of

<u>Schedule Number:</u>	<u>612-150</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Complaint File	1995	2001	0.5	0	0.5	Paper	Paper

Division: Office of Administration

<u>Schedule Number:</u>	<u>991-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Annual Inventory Reports	1999	2001	1	0	1	Paper	Paper
		Incident Reports & Summary File (Bg-29)	1990	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Office of Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>991-2</u>	Record of Accident Involving a State Vehicle	1987	2001	0.5	0	0.5	Paper	Paper
	Motor Vehicle Logs	1992	2001	4	0	0.5	Paper	Paper
	Vehicle Maintenance Files (Repair Logs)	1992	2001	2	0	1	Paper	Paper
	Personal Folders	1994	2001	96	15	5	Paper	Paper
	History Card	1958	2001	1	1	0	Tab Card	Tab Cards
	Security Shift Reports & Schedules	2000	2001	1	0	1	Paper	Paper
	Mechanical Time Punch Data	1997	2001	2	0	0.5	Paper	Paper
	Lease File	1990	2001	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Office of Administration

<u>Schedule Number:</u>	<u>991-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Parking Area Control Files	1995	2001	0.5	0	0.5	Paper	Paper
		Daily Issue Forms	1998	2001	1	0	0.5	Paper	Paper
		Maintenance Records	1998	2001	1	0	0.5	Paper	Paper
		Printing Production Records	1997	2001	16.5	0	16.5	Paper	Paper

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>991-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>991-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Case Records - Complaints of Discrimination	1990	2001	5	0	0.5	Paper	Paper
		General Correspondence	1996	2001	5	0	1	Paper	Paper
		Periodic Federal & State Reports	1994	2000	2.5	0	0.5	Paper	Paper
		Compliance Reviews - Report Folders	1994	2001	1	0	0.2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Racing

<u>Schedule Number:</u>	<u>612-115</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence	1994	2001	32	0	3.4	Paper	Paper

Division: State Bank Commissioner

<u>Schedule Number:</u>	<u>612-114</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Common Trust Funds	1984	1996	4	0	0	Paper	Paper
		Bank Branch File	1972	2001	86	0	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: State Bank Commissioner

<u>Schedule Number:</u>	<u>612-114</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Mortgage & Security Cards	1996	2001	7	0	0	Tab Card	Tab Cards
		Opinions of the Attorney General	1964	1996	6	0	0	Paper	Paper

Division: State Board of Plumbing

<u>Schedule Number:</u>	<u>612-127</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Complaint File	1991	1996	0	4	0	Paper	None

Statewide Records Inventory for Non-Permanent Records

Department of Labor, Licensing & Regulation

Division: Unemployment Insurance

<u>Schedule Number:</u>	<u>1970</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Appeals Folder	1998	1999	0	742	0	Paper	Paper
		Nonmonetary Determination Records	1999	2001	471	3	492	Paper	Paper
		Claim History Records	1998	2001	1496.5	169	894	Paper	Paper
		Interstate Records	1998	2001	64.5	183	28.5	Paper	Paper
		Overpayment/recover y Records	1980	2001	27.1	0	3	Paper	Paper
		Wage Records	1996	2001	35	57	4	Paper	Paper
Totals for Agency:	Department of Labor, Licensing & Regulatio				4852.8	1804.1	1845.8		

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: 28 - K-9 Unit/field Operations Bureau

<u>Schedule Number:</u>	<u>971-28-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		K-9 Manual	2000	0	0.5	0	0.5		Floppy Disks
		CDS/explosive Training Aid Inventory/loss Reports	2000	2001	0.5	0	0.5		Floppy Disks
		K-9 Unit Dogs' History/medical/masc. . Records	1994	2001	1	0	0.5		Paper
		Training Folders for Other Agencies	1999	2001	1	10	0		Floppy Disks
		Animal Release	1998	2001	0.5	0.5	0		Paper
		Application for K-9 Unit	1998	2001	0.5	0.5	0.5		Paper
		Application/revocatio n of K-9 License	1995	2001	1	1	1		Floppy Disks
		Training Plant Logs	0	2001	1	0	0.5		Floppy Disks

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: 28 - K-9 Unit/field Operations Bureau

<u>Schedule Number:</u>	<u>971-28-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		K-9 Unit Training Booklets/files	1999	2001	2	2	2		Floppy Disks
		K-9 Personnel Information	1995	2001	0.5	1	0.5		Paper
		Animal Donations	1992	2001	0.5	0.5	0.5		Paper
		Search Reports	1998	2001	2	3	1		Paper

Division: Administrative Hearing Office

<u>Schedule Number:</u>	<u>971-14</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Administrative Hearing Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971-14</u>	Tape File	1998	2001	1	0	1	Magnetic	Magnetic Tap
	Administrative Hearing Reports-closed	1998	2001	4	0	2	Paper	Paper
	Administrative Hearing Reports-open	1998	2001	2	0	2	Paper	Paper
	Master Control Ledger	1998	2001	2	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Central Records

Schedule Number: 971304

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Motor Vehicle Accident Printout File	1995	2000	4	0	0	Paper	
Uniform Crime Reports Printout File	1990	1999	45	0	0	Paper	
Domestic Violence Investigation Report File	1999	2001	45	0	0	Paper	
Motor Vehicle Accident Report File	1998	2001	4	0	0	Microfil	
Motor Vehicle Accident Negative File	1996	2001	17	0	0		
Uniform Crime Report Correspondence File	2000	2001	11.5	0	0	Paper	
Uniform Crime Report (UCR) File	2000	2001	11.5	0	0	Paper	

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Division: Central Records

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971304</u>	Criminal Investigation Reports File (Open & Closed)	2000	2001	45	0	0	Paper	
	Motor Vehicle Citation (Summons) File	1998	2001	27	0	0	Paper	

Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971-41</u>	Correspondence to Attorney General	1982	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>971-41</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Breath Test Operators Retraining: Rosters	1997	2001	1	0	1	Paper	Paper
		Preliminary Breath Test (PBT) Instructors Training: Notification	1996	2001	1	0	1	Paper	Paper
		Preliminary Breath Test (PBT) Instructors Student Roster	1986	1999	1	0	1	Paper	Paper
		Requests for Preliminary Breath Test (PBT) Instructor Training	1995	2001	1	0	1	Paper	Paper
		Breath Test Operators Retraining: Notification of Retraining	2000	2001	1	0	1	Paper	Paper

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Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>971-41</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Preliminary Breath Test (PBT) Devices Used in Maryland	1982	2001	1	0	1	Paper	Paper
		Blood Alcohol Laboratory Proficiency Tests	1993	2001	1	0	1	Paper	Paper
		Curt Dispositions	2001	2001	1	0	1	Paper	Paper
		Preliminary Breath Test (PBT) Student Final Test	1985	2001	1	0	1	Paper	Paper
		Chemical Testing Library	1974	2001	1	0	1	Paper	Paper
		Court Cases Reference to Chemical Testing	1983	2001	1	0	1	Paper	Paper
		Regulations of Toxicologist (Originals)	1990	2001	1	0	1	Paper	Paper

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Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>971-41</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Communications from Toxicologist to Field Agencies	1990	2001	1	0	1	Paper	Paper
		Simulator Stock Solution Certificates	1995	2001	1	0	1	Paper	Paper
		Certified Breath Testing Instruments	1989	2001	16	0	16	Paper	Paper
		Certified Breath Test Operators	1982	2001	1	0	1	Paper	Paper
		Toxicologist Memorandum Series	1981	2001	1	0	1	Paper	Paper
		Certification of Lab & Personnel	1995	2001	1	0	1	Paper	Paper
		Certified Hospitals Blood Alcohol Program	1978	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>971-41</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Basic Breath Test School Notification - Local Departments	1996	2001	1	0	1	Paper	Paper
		Basic Breath Test School Notification - Maryland State Police	1996	2001	1	0	1	Paper	Paper
		Breath Testing Instruments Sent to Factory for Repairs	1991	2001	1	0	1	Paper	Paper
		Repairs to Gas Chromatograph	1989	1995	1	0	1	Paper	Paper
		Breath Testing Instrument Reports	1989	2001	8	0	8	Paper	Paper
		Alcohol Influence Summary	1997	2001	1	0	1	Paper	Paper
		Communications From/to State Toxicologist	1990	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>971-41</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inactive Breath Test Operators Files	1995	2001	3	0	3	Paper	Paper
		Breath Test Operator Identification File Active & Inactive	1976	2001	3	0	3	Paper	Paper
		Requests for Breath Test Operator Training	1995	2001	1	0	1	Paper	Paper
		Completion of Basic School	1997	2001	1	0	1	Paper	Paper
		Basic School Rosters	1997	2001	1	0	1	Paper	Paper
		Active Breath Test Operators Files	1983	2001	5	0	5	Paper	Paper
		Blood Alcohol Results & Graphs	1996	2001	4	0	4	Paper	Paper
		Blood Alcohol Case Files	1996	2001	8	8	0	Paper	Paper

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Division: Chemical Test for Alcohol Unit

<u>Schedule Number:</u>	<u>971-41</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Requests for Additional Breath Test Operators	2001	2001	1	0	1	Paper	Paper
		Alcohol Influence Yearly Disposition of Driving While Intoxicated (DWI) Cases	1996	2001	1	0	1	Paper	Paper

Division: Commercial Vehicle Enforcement

<u>Schedule Number:</u>	<u>971-24-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Commercial Vehicle Enforcement

<u>Schedule Number:</u>	<u>971-24-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		2408 I-83 Weigh Station	1996	2000	1	0	1	Paper	Paper
		2404 Foy Hill Scale Facility	1996	2000	1	0	1	Paper	Paper
		2400 Legislative File	1996	2000	2	3	1	Paper	Paper
		2401 Weight Calibration Charts	1999	2000	2	0	1	Paper	Paper
		2402 Daily Activities Record	1996	2000	1	0	1	Paper	Floppy Disks
		2403 Weight Records	1999	2000	2	0	1	Paper	Paper
		2414 New Market Weigh Station	1996	2000	1	0	1	Paper	Paper
		2422 Mcsp Stats, Quarterly & Annual Reports	1996	2000	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Commercial Vehicle Enforcement

<u>Schedule Number:</u>	<u>971-24-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		2421 Commercial Vehicle Safety Alliance	1996	2000	1	0	1	Paper	Paper
		2420 Mcsp Certification Certificates	1996	2000	2	2	1	Paper	Paper
		2419 Preventive Maintenance Program	1996	2000	3	1	1	Paper	Paper
		2418 95/495 Weigh/inspection Site	1996	2000	1	0	1	Paper	Paper
		2417 Conowingo Weigh/inspection Site	1996	2000	1	0	1	Paper	Paper
		2406 Salisbury Scale Facility	1996	2000	1	0	1	Paper	Paper
		2415 Trucking Association News Letter	1996	2000	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Commercial Vehicle Enforcement

<u>Schedule Number:</u>	<u>971-24-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		2405 Upper Marlboro Scale Facility	1996	2000	1	0	1	Paper	Paper
		2413 West Friendship Weigh Station	1996	2000	1	0	1	Paper	Paper
		2412 I-95 Howard/pg County Weigh Station	1996	2000	1	0	1	Paper	Paper
		2411 I-95 Susquehanna Weigh Station	1996	2000	1	0	1	Paper	Paper
		2410 Route 270 Weigh Station	1996	2000	1	0	1	Paper	Paper
		2409 Route 68 Weigh Station	1996	2000	1	0	1	Paper	Paper
		2407 Hazardous Material Miscellaneous	1996	2000	1	0	1	Paper	Paper

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Department of Maryland State Police

Division: Commercial Vehicle Enforcement

<u>Schedule Number:</u>	<u>971-24-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		2423 Driver Vehicle Inspection Reports	1998	2000	10	10	3	Paper	Floppy Disks
		2416 Proving Ring	1996	2000	1	0	1	Paper	Paper

Division: Criminal Enforcement Command

<u>Schedule Number:</u>	<u>971-39</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Working Fund Bank Ledger	0	2001	1	0	0	Paper	Paper
		Electronic Surveillance File	1991	2001	11	0	0	Paper	Paper

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Division: Criminal Enforcement Command

<u>Schedule Number:</u>	<u>971-39</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Out-of-state Registration Plates	1999	2001	1	0	0	Paper	Paper

Division: Criminal Intelligence

<u>Schedule Number:</u>	<u>971-97-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Missing Persons Reports MSP	1985	2001	6.5	0.5	0	Paper	
		Division Case Files	1975	2001	1	0	0.5	Paper	

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Division: Criminal Intelligence

<u>Schedule Number:</u>	<u>971-97-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland Center for Missing Children Administrative Files	1985	2001	2.5	0	1	Paper	
		General Correspondence File	1995	2001	0.5	0	0.1	Paper	
		General Information File	1985	2001	2	0	0.2	Paper	
		MCMC Operating Procedures	1990	2001	0.5	0	0.1	Paper	
		Maryland Center for Missing Children Operations Files	1985	2001	1	0	0	Paper	
		Missing Persons Reports All Others	2001	2001	1	0	0	Paper	
		MCMC Referral Reports	1987	2001	1	0	0.1	Paper	
		General Investigative Information	1985	2001	1	0	0.1	Paper	

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Division: Criminal Intelligence

<u>Schedule Number:</u>	<u>971-97-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		MCMC Special Project File	1995	2001	2	0	0.3	Paper	
		Education & Training	1985	2001	0.5	0	0.1	Paper	

Division: Electronic Services Section

<u>Schedule Number:</u>	<u>971-34-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Airport/facility Directory	1960	1987	0.8	0	0.2	Paper	Paper
		Monthly Shop Inspection Reports	1998	2001	0.5	0	0	Paper	Paper

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Division: Electronic Services Section

<u>Schedule Number:</u>	<u>971-34-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Shop Parts Inventory	0	2001	4	0	0.4	Floppy D	Floppy Disks
		Generator File	1975	2001	0.3	0	0.1	Paper	Paper
		Generator General Correspondence	1976	1993	0.1	0	0.1	Paper	Paper
		Tower File	1973	1995	0.1	0	0.1	Paper	Paper
		Specifications File	1972	2000	0.8	0	0.5	Paper	Paper
		Annual Shop Inspection Reports	1994	2001	0.3	0	0.1	Paper	Paper
		Federal Communications Commission File	1990	2001	0.2	0	0.2	Paper	Paper
		Technician Certification File	1973	2000	0.1	0	0.1	Paper	Paper

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Division: Electronic Services Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971-34-1</u>	Allied Service Miscellaneous	1974	1985	0.2	1.5	0	Paper	Paper
	Tower General Correspondence	1973	1995	0.1	0	0.1	Paper	Paper
	Station License File	1983	2001	1	0	0.2	Paper	Paper
	Station License Correspondence File	1946	1998	1.8	0	0.5	Paper	Paper
	Equipment/work Order File	1976	2001	85	0	5	Paper	Paper
	General Communications File	1972	1994	0.5	0	0.1	Paper	Paper
	Allied Service License & Correspondence	1966	2000	1.2	0	0.2	Paper	Paper

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Division: Facilities Management

<u>Schedule Number:</u>	<u>971-17-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Plat & Site Plan Files	1958	2001	20	0	0		
		Contractual Services Files	1998	2001	3	0	0		

Division: Finance

<u>Schedule Number:</u>	<u>971-07</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Closed Property Records	1985	2001	20	12	2	Paper	Paper
		Payroll Accounting Records	1997	2001	125.5	0	25	Paper	Paper

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Division: Finance

<u>Schedule Number:</u>	<u>971-07</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Federal Grant Award Files	1994	2001	33	0	5	Paper	Paper
		State Aid for Police Protection	1996	2001	0	16	3	Paper	Paper
		General Accounting Records	1995	2001	248	3	40	Paper	Paper

Division: Handgun Roster Board

<u>Schedule Number:</u>	<u>971-25-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contracts	1993	2000	0.1	0	0	Paper	Paper

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Division: Handgun Roster Board

<u>Schedule Number:</u>	<u>971-25-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Manufacturers' Files	1989	2001	1	0	0.1	Paper	Paper
		Handgun Rosters (Historical)	1989	2001	1	0	0	Paper	Paper
		Handgun Rosters (Current)	2000	2001	0.5	0	0	Paper	Paper
		General Correspondence	1997	2001	0.1	0	0	Paper	Paper
		Petition Files, et Al	1994	2001	3	0	0.5	Paper	Paper

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Department of Maryland State Police

Division: Hostage Recovery Team /Emergency Operations

<u>Schedule Number:</u>	<u>971-73</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		HRT. Correspondence	1999	2001	1	1	1	Paper	Floppy Disks
		HRT. On-call Schedules	1999	2001	1	1	1	Paper	Floppy Disks
		Equipment Specifications	1999	2001	1	1	1	Paper	Floppy Disks
		HRT. Training Manual	1999	2001	1	1	1	Paper	Floppy Disks
		HRT. Training Files	1999	2001	1	1	1	Paper	Floppy Disks
		HRT. after Action Reports	1999	2001	1	1	1	Paper	Floppy Disks
		HRT. Team Rosters	1997	2001	1	1	1	Paper	Floppy Disks
		Miles Messages	1999	2001	1	1	1	Paper	Floppy Disks

Statewide Records Inventory for Non-Permanent Records

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Division: Human Resources

Schedule Number: 971-06-2

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Health Benefits Files	1941	2001	15	5	1	Paper	Paper
Official Medical Files-separated Employees	1994	2001	15	45	10	Paper	Paper
Leave Account Records	1997	2001	114.9	0	0	Paper	Paper
Official Medical Files-applicants	1996	2001	8	6	1	Paper	Paper
Cadet Applicants	1996	2001	45.8	0	0	Paper	Paper
Trooper Applicants	1996	2001	137.3	0	0	Paper	Paper
Official Medical Files-current Employees	1941	2001	23	0	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Internal Affairs

Schedule Number: 971-31-2

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Non-agency Internal Investigation File	1995	2001	5	0	0	Paper	Paper
Injury to Prisoner Report File	1998	2001	2	0	0	Paper	Paper
Shooting Incident Report File	1999	2001	1	0	0	Paper	Paper
Personnel Complaint & Disciplinary Action Records File	1964	2001	5	0	0	Paper	Paper
Master Complaint Control Ledger	1979	2001	2	0	0	Paper	
Cross Reference File	1979	2001	1	0	0	Paper	
Tape File	1995	2001	20	0	0		
Complaint File	1998	2001	61	0	0	Paper	Paper

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Division: Internal Affairs

<u>Schedule Number:</u>	<u>971-31-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Former Member File	1996	2001	2	0	0	Paper	Paper

Division: MSP Auto Safety Enforcement

<u>Schedule Number:</u>	<u>971-23-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Station Applications Initial	1999	2001	1	0	0		
		Inspection Fees & Corresponding Labor Flat Rates	1999	2001	1	0	0		

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Division: MSP Auto Safety Enforcement

<u>Schedule Number:</u>	<u>971-23-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Station Personnel Files	1999	2001	1	0	0		
		Equipment File	1999	2001	1	0	0		
		Station Complaint Summary	1999	2001	1	0	0		
		Inspection Station Files	1999	2001	1	0	0		
		Vehicle Equipment Files	2000	2001	1	0	0		
		Inspection Equipment File	1999	2001	1	0	0		
		Station Progress Reports	1999	2001	1	0	0		
		Station Complaints	1999	2001	1	0	0		

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Department of Maryland State Police

Division: MSP Auto Safety Enforcement

<u>Schedule Number:</u>	<u>971-23-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Monthly Enforcement Schedules	1999	2001	1	0	0		
		Station Supervision Records	1999	2001	1	0	0		
		Inspection Laws	0	0	1	0	0		
		Special Vehicle File	2000	2001	1	0	0		
		Highway Enforcement Logs	1999	2001	1	0	0		

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Public Affairs

<u>Schedule Number:</u>	<u>971-05-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alphabetical File	1998	2001	7	0	0.3	Paper	Paper
		Original Files	1998	2001	2	0	0.3	Paper	Paper
		News Paper Clipping File	1997	2001	3	2	1.5	Paper	CD
		News Release File	1987	2001	1	0	0.3	Paper	Paper

Division: Quartermaster

<u>Schedule Number:</u>	<u>971-13-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Quartermaster

Schedule Number: 971-13-3

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Federal 1122 Program	1999	2001	2	0	0	Paper	Paper
Personnel Orders	1999	2001	0.3	0	0	Paper	Paper
Print Shop	2000	2001	26.5	0	0	Paper	Paper
Destruction or Property Records- awaiting Disposition- sale	2000	2001	0.4	0	0	Paper	Paper
Department Property Unit Destruction File	1980	2001	0.3	0	0	Paper	Paper
Purchase Orders	1995	2001	15	0	0	Paper	Paper
Receipt for Tires	1997	2001	1	0	0	Paper	Paper
Conversions	1980	1998	0.2	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Quartermaster

<u>Schedule Number:</u>	<u>971-13-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Auctions	1989	2001	0.4	0	0	Paper	Paper
		Federal 1033 Program	1992	2001	5	0	0	Paper	Paper
		MSP Form 111 Issued Equipment & Clothing	1970	2001	19	0	0	Paper	Paper
		Requisition Files	1997	2001	0.1	0	0	Paper	Paper
		Excess Property Declaration	1997	2001	1	0	0	Paper	Paper
		Retirement Badge Issuance Record	1993	2001	0.1	0	0	Paper	Paper
		Salvaged Tires	1997	2001	1	0	0	Paper	Paper
		Manuals	1993	2001	0.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Quartermaster

<u>Schedule Number:</u>	<u>971-13-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Files	1997	2001	25	0	0	Paper	Paper
		Conversion of Property to Department Use	1991	2001	0.1	0	0	Paper	Paper

Division: Security Services Unit

<u>Schedule Number:</u>	<u>971-38-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Master Name File	1995	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Security Services Unit

<u>Schedule Number:</u>	<u>971-38-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Interim Legislative Committee Hearing Schedule	2001	2001	1	0	0	Paper	Paper
		X-ray Log	1990	1999	1	0	0	Paper	Paper
		Threat Assessment Data File	1997	2001	1	0	0	Paper	Paper

Division: Telecommunications Section

<u>Schedule Number:</u>	<u>971-32-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Telecommunications Section

<u>Schedule Number:</u>	<u>971-32-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Radioactive Fuel & Waste Shipments	1997	2001	1	0	1	Paper	Paper
		NCIC Training File	1999	2001	20	0	7	Paper	Paper
		Lojack File	1997	2001	1	0	0	Paper	Paper
		Ensb File	1998	1998	0	1	0	Paper	Paper
		Special Activities	2000	2001	0.5	0	0.5	Paper	Paper
		Mail Room Operations	1999	2001	3	0	1	Paper	Paper
		Agency Telephone Credit Card	1998	2001	1	0	1	Paper	Paper
		Agency Telephone Usage File	2000	2001	14	2	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Maryland State Police

Division: Telecommunications Section

<u>Schedule Number:</u>	<u>971-32-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Agency Telephone Directory File	1998	2001	1.5	0	1	Paper	Paper
		Telephone Systems Management Detailed Record (SMDR)	2000	2001	0.5	0	1	Paper	Paper
		Agency Pager Usage File	2000	2001	4.5	12	0	Paper	Paper
		Pager Equipment Inventory	2000	2001	6	1	0	Paper	Paper
		Off-line Searches	1996	2001	5	1	1	Paper	Paper
		NCIC General Correspondence	2000	2001	1	1	1	Paper	Paper
		Miles Message Files	1996	2001	44.5	76.5	0	Paper	Paper
		NCIC Ori File	1987	2001	15	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Telecommunications Section

<u>Schedule Number:</u>	<u>971-32-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Weather	1998	2001	1	0	1	Paper	Paper
		Telephone Utilization Files	1998	2001	3	0	1	Paper	Paper
		General Telephone Correspondence	2000	2001	1	0	1	Paper	Paper
		Telephone Equipment Inventory	1989	2001	3	0	0.5	Paper	Paper
		NCIC Agency File	1997	2001	20	0	5	Paper	Paper
		General Pager Correspondence	2000	2001	2.5	0	1	Paper	Paper

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Department of Maryland State Police

Division: Underwater Recovery Team/emergency Operation

<u>Schedule Number:</u>	<u>971-72</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Equipment Inventory	1999	2001	1	1	1	Paper	Floppy Disks
		Equipment Specifications	1999	2001	1	1	1	Paper	Floppy Disks
		U.r.t. Manual	1999	2001	1	1	1	Paper	Floppy Disks
		U.r.t. Training Files	1999	2001	1	1	1	Paper	Floppy Disks
		Miles Messages	1999	2001	1	1	1	Paper	Floppy Disks
		Request for Demonstrations	1999	2001	1	1	1	Paper	Floppy Disks
		After Action Reports	1999	2001	1	1	1	Paper	Floppy Disks
		U.r.t. Team Rosters	1999	2001	1	1	1	Paper	Floppy Disks

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Department of Maryland State Police

Division: Underwater Recovery Team/emergency Operation

<u>Schedule Number:</u>	<u>971-72</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		U.r.t. On-call Schedules	1999	2001	1	1	1	Paper	Floppy Disks
		U.r.t. Correspondence	1999	2001	1	1	1	Paper	Floppy Disks
Totals for Agency:	Department of Maryland State Police				1685.6	246	258.9		

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-10</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inventory Control Records	1998	2001	88	33	13	Paper	Paper
		Inmate Account Records	1998	2001	214	209	29	Paper	Paper
		Local Jail Reimbursement Records	1999	2001	1	1	1	Paper	Paper
		Payroll Accounting Records	1998	2001	134	45	16	Paper	Paper
		Budget & Fiscal Planning Records	1999	2001	5	0	1	Paper	Paper
		Miscellaneous Accounting Records	1998	2001	55	50	18	Paper	Paper
		General Accounting Records	1998	2001	13	0	5	Paper	Paper
		State Use Industries Series	1999	2001	2	2	2	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-10</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Correspondence	1999	2001	2	4	2	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-11</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Dietary Purchasing Records & Finance	1998	2001	5	4	0	Paper	Paper
		Dietary Personnel Records	1998	2001	3	0	1.5	Paper	Paper
		Special Dietary Records	1998	2001	3	4	0	Paper	Paper
		General Records for Monitoring Food Service Series	1998	2001	19	4	10	Paper	Paper
		Adequacy of Diet Series	1998	2001	9	7	4	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-14</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Forms Management History Files	1985	2001	1	0	0	Paper	Paper
		Audit Miscellaneous & Correspondence	1994	2001	3.5	0	0	Paper	Paper
		Forms Management Registry	1997	2001	4	0	0	Paper	Paper
		Division of Correction Information Bulletins (DCIB) & Institutional Information Bulletins	1999	2001	4	0	0	Paper	Paper
		Institutional Directives History Files	1989	2001	9.5	0	0	Paper	Paper
		Doc Institution Audits	1998	2001	6	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-14</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland Commission N Correctional Standards	1997	2001	5	0	0	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-15</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		EEO-quarterly Report	1990	2001	1	0	0	Paper	Paper
		Bb 40 File	1997	2001	1	0	0	Paper	Paper
		Mitigating Circumstances File	1990	2001	2	0	0	Paper	Paper
		Annual Grievance & Disciplinary Report	1990	2001	12	0	0	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-15</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		EAP File	1998	2001	10	0	0	Paper	Paper
		Rescinded Disciplinary Actions	1998	2001	15	14	6	Paper	Paper
		Disciplinary Case Files	1997	2001	1	0	0	Paper	Paper
		Classification Files	1990	2001	1	0	0	Paper	Paper
		Exam Schedule Posting	2000	2001	4.5	0	0	Paper	Paper
		Eligibility Lists - Selections Made	1998	2001	20	0	0	Paper	Paper
		Vacancy Report - Weekly	1998	2001	2.5	0	0	Paper	Paper
		Employee Leave Records	1998	2001	13	0	0	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-15</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Turnover Report - Quarterly	1997	2001	0.5	0	0	Paper	Paper
		Leave Report- quarterly	1997	2001	0.5	0	0	Paper	Paper
		OSHA Annual Report (Form 200)	1998	2001	1	0	0	Paper	Paper
		Background Investigations	1995	2001	1	0	0	Paper	Paper
		Personnel Folders	1992	2001	296	0	3	Paper	Paper
		Work Force Characteristics - Semi-Annual	1990	2001	1	0	0	Paper	Paper
		EEO-discrimination Complaint File	1990	2001	1	0	0	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-16</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		DCR Audit Series	1998	2001	2	0	1	Paper	Paper
		Special Project Series	1998	2001	1	0	1	Paper	Paper
		Personnel Contract Series	1998	2001	3	0	2	Paper	Paper
		General Administrative Records Series	1998	2001	7	0	2	Paper	Paper
		Minority Business Enterprise Series	1998	2001	1	0	1	Paper	Paper
		Requisition Series	1998	2001	5	0	3	Paper	Paper
		Solicitation Series	1998	2001	28	0	5	Paper	Paper
		Procurement Contract Series	1998	2001	52	4	18	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-16</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Procurement Administrative Series	1998	2001	7	0	2	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-17</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Security Area	1998	2001	375	65	77	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-18</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Release Planning Files	1999	2001	17	0	15	Paper	Paper
		Statistical Reports	1990	2001	8	0	0	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-18</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence	1998	2001	4	0	0	Paper	Paper
		Psycho-social Assessment	1998	2001	8	0	0	Paper	Paper
		Group Files	1995	2001	14	0	0	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Adjustment Hearings Area	1998	2001	4	4	2	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-20</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Division: Correction

<u>Schedule Number:</u>	<u>1406-20</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1997	2001	2.5	0	0	Paper	Paper
		Resource Materials	1998	2001	5	0	2	Paper	Paper
		Out-service Training Verification Records	1997	2001	5	0	0	Paper	Paper
		Minutes from Training Meetings	1998	2001	3.5	0	0	Paper	Paper
		Instructor Certification Records	1997	2001	3	0	0	Paper	Paper
		Student Evaluation Forms	1998	2001	3	0	2	Paper	Paper
		Program Files	1997	2001	11	0	7	Paper	Paper
		Training (Employee) Area	1981	2001	60	0	30	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-20</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Lesson Plans & Training Commission Approval Sheets	1996	2001	5	0	2	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-21</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Volunteer Log Book	1998	2001	4	0	0	Paper	Paper
		Volunteer Recruitment Resources Needs Assessment	1999	2001	3	0	0	Paper	Paper
		Administrative Records	1998	2001	9	0	0	Paper	Paper
		Volunteer - File	1998	2001	1	0	0	Paper	Paper

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Division: Correction

<u>Schedule Number:</u>	<u>1406-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Id/information Bulletin Sign-off Sheets	1995	2001	5	0	0	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Schedule of Services, Activities	1997	2001	6	0	0	Paper	Paper
		Religious Preference	1996	2001	4	0	0	Paper	Paper
		Next-of-kin Notification	1999	2001	2	0	0	Paper	Paper
		Records of Baptisms, Confirmations & Marriage	1999	2001	2	0	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Compassionate Leave Form DCR 240	1998	2001	2	0	0	Paper	Paper
		DCR 140 (Reports)	1997	2001	15	0	0	Paper	Paper
		General Correspondence	1998	2001	4	0	2	Paper	Paper
		Religious Item Request	1998	2001	2	2	0	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-6</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Institutional Administrative Remedy Files	1997	2001	20	12	3	Paper	Paper
		Classification Reports/logs Series I	1999	2001	9	0	6	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-6</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inmate Basefel Series	1995	2001	2349	247	328.5	Paper	Paper
		Commitment Records Series	1998	2001	120	0	12.5	Paper	Paper
		Map File/headquarters	1998	2001	1	0	0	Paper	Paper
		A. Individual Inmate Files	1997	2001	2	0	0	Paper	Paper
		B. Interstate Corrections Compact Files	1997	2001	1	0	0	Paper	Paper
		Administrative Remedy Files-doc/hq	1997	2001	1	0	0	Paper	Paper
		Classification Reports/logs Series Iii	1999	2001	1	0	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-7</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Population Report Series	1998	2001	1	0	0	Paper	Paper
		Data Processing Correspondence series	2000	2001	1.5	0	0	Paper	Paper
		Daily Movement Reports	1999	2001	2	0	0	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-8</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tool Control Records	2000	2001	3.5	0	0	Paper	Paper
		Payroll Master Sheets	2000	2001	8	0	6.5	Paper	Paper
		Assignment/removal Requests	2000	2001	7	0	5	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-8</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Mandatory Education Progress Reports	1998	2001	7	0	7	Paper	Paper
		Housing Location Cards	1993	2001	1	0	0	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-9</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Power House Logs	1992	2001	1.5	6	1	Paper	Paper
		General Correspondence	1998	2001	6.5	0	1	Paper	Paper
		Fleet Series	1997	2001	10	0	0	Paper	Paper
		Maintenance Personnel File Series	1998	2001	5.5	0	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-9</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Fire Safety	1994	2001	25	0	3	Paper	Paper
		Energy	1993	2001	8.4	0	3	Paper	Paper
		MOSH Citations	1993	2001	6	0	1	Paper	Paper
		Elevator Inspections	1984	2001	8	0	1	Paper	Paper
		Specifications	2000	2001	1	0	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Criminal Injuries Compensation Board

<u>Schedule Number:</u>	<u>1272</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Claimant's Record File	1983	2001	157	0	5	Paper	Paper

Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Leave Records	1995	2001	45	0	8	Paper	Paper
		ADR Input Deletion Report	2000	2001	1	0	0		
		Miles Operation Report	1998	2001	0.5	0	0	Paper	Paper

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Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Production Status Request Form	1998	2001	1	0	0	Paper	Paper
		Requisitions - Closed	1993	2001	9	1	1	Paper	Paper
		Requisitions - Open	1993	2001	1	1	1	Paper	Paper
		Computer Room Paper Ordering	1997	2001	0.5	0	0	Paper	Paper
		Batch Job Documentation	2001	2001	20	0	0	Paper	Paper
		Tape Log of off Premise Tape Files	1999	2001	0.5	0	0	Paper	Paper
		DMV down	1998	2001	0.5	0	0	Paper	Paper
		Lets down	1998	2001	0.5	0	0	Paper	Paper

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Division: Data Services Division

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1633</u>	NCIC Restricted	1998	2001	0.5	0	0	Paper	Paper
	Tape Log of Spool Tapes Sent for Microfilming	1999	2001	0.5	0	0	Paper	Paper
	Work up Sheet for Monthly Cancel Log	1998	2001	0.5	0	0	Paper	Paper
	406 Letters	1999	2001	2	0	0		
	Procedures for Air Conditioning Units	1999	2001	0.5	0	0	Paper	Paper
	Procedures for Lights N Ups Monitor Box (Blue Box)	1999	2001	0.5	0	0	Paper	Paper
	Procedures for Lights on Ups Generator Box (Brown Box)	1999	2001	0.5	0	0	Paper	Paper

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Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Battery Room Fan Failure	1999	2001	0.5	0	0	Paper	Paper
		Morpho System Down Report	1995	2001	0.5	0	0		
		Batch Temporary Access Report	1985	2001	1	0	3	Paper	Paper
		ADR Input Change Report	2000	2001	1	0	0		
		Auxiliary Personnel Records	1967	2001	0.5	0	0.2	Paper	Paper
		System Response Time - Triple I File	1998	2001	0.5	0	0	Paper	Paper
		Master Name Index Deletion Report	2000	2001	1	0	0		
		Procedures For Under Floor Water Detection System	1999	2001	0.2	0	0	Paper	Paper

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Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Operator Certification & Logon Id Application	1985	2001	16	0	24	Paper	Paper
		Statistical Reports	2000	2001	6	0	0		
		Challenge to Criminal History Record File	1999	2001	2	0	0		
		Master Fingerprint Files (Appl)	1965	2001	6	0	0		
		Criminal History Record Inspection File	1993	2001	6	0	0		
		Expungement Case File	1998	2001	50	0	0		
		Monthly Status Report - B98845 - Monthly	1985	2001	2	0	4		

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Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		On-line Temporary Access Request	1985	2001	1	0	3	Paper	Paper
		Logon Verification Report	1985	2001	16	0	24	Paper	Paper
		Logon Id Reinstatement (Form 18.6.2)	1985	2001	16	0	24	Paper	Paper
		Logon Id Maintenance (Form 8.15.1)	1985	2001	16	0	24	Paper	Paper
		Employee Organizations	2001	2001	1	0	0	Paper	Paper
		Equipment Malfunction Report	1996	2001	0.5	0	0	Paper	Paper
		Daily Cash Receipt File	1995	2001	35	0	0	Paper	Paper
		NCIC down	1998	2001	0.5	0	0	Paper	Paper

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Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		NCIC Access Removal	1985	2001	16	0	24		
		Master Non-criminal Fingerprint File	1972	1985	6	0	0		
		Petition File, et Al	2000	2001	1	0	0	Paper	Paper
		Exception Reports (Regular & Contractual)	1995	2001	10	0.1	2	Paper	Paper
		Master Criminal Fingerprint File	1965	2001	700	0	0		
		Md State Police/ Expunged Cases	1998	2001	10	0	0		
		Audit Reports	1995	2001	4	0	0.5	Paper	Paper
		Duplicate Fingerprint File	1978	2001	99700	0	0		

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Division: Data Services Division

<u>Schedule Number:</u>	<u>1633</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Equipment Inventory & Improvements	1995	2001	10	0	2	Paper	Paper
		Budget Requests, Authorizations	1996	2001	18	0	5	Paper	Paper
		Request for Service	1998	2001	1	0	0	Paper	Paper
		Miles Restricted	1998	2001	0.5	0	0	Paper	Paper
		Recruitment	1990	2001	0.7	0	0.2	Paper	Paper
		Invoices Forwarded for Payment	1995	2001	75	0	15	Paper	Paper
		Insurance	2001	2001	2	0	0	Paper	Paper
		Hot Files - Line NCIC	1998	2001	0.5	0	0	Paper	Paper

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Division: Finance/Accounting-Asst Secretariat

<u>Schedule Number:</u>	<u>629</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Accounting Records	1997	2001	537.8	309.6	43	Paper	Paper

Division: Inmate Grievance Commission

<u>Schedule Number:</u>	<u>1230</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Dismissals by Order	1998	2001	90	0	30	Paper	Paper
		Docket Book Entries	1971	1991	7	0	0	Paper	Paper
		Closed W/o Hearing	1998	2001	104	0	34	Paper	Paper

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Division: Maryland Commission on Correctional Standards

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1125</u>	General Administrative Files	1992	2001	15	0	2	Paper	Paper
	Facility Audit Working Files	1982	2001	0.7	0	0.2	Paper	Paper

Division: Maryland Penitentiary

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1406-1</u>	Group Files	1998	2001	4	0	4	Paper	Paper
	Addiction Assessments	1998	2001	1	1	2	Paper	Paper

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Division: Maryland Penitentiary

<u>Schedule Number:</u>	<u>1406-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Statistical Reports	1998	2001	1	1	2	Paper	Paper
		Correspondence	1998	2001	1	0	0	Paper	Paper

Division: Maryland Police & Correctional Training Commiss

<u>Schedule Number:</u>	<u>1845</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence	1996	2001	3	10	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Maryland Police & Correctional Training Commiss

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1845</u>	Correctional & Police Entrance Level Training Conducted by PCTC	1981	2001	8	240	0	Paper	Paper
	Notice of Probationary Appointment Application for Certification	1990	1998	6	22	0	Paper	Paper
	Budgetary & Fiscal Records	1996	2001	4	8	0	Paper	Paper
	Fixed Asset Inventory Records	1990	2001	1	0	0	Paper	Paper
	Employee Personnel Records	1996	2001	2	4	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Maryland Police & Correctional Training Commiss

<u>Schedule Number:</u>	<u>1845</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Police & Correctional Entrance Level Training Records for Programs Approved but Not Conducted by PCTC	1996	2001	3	4	0	Paper	Paper
		Drug Abuse Resistance Education (Dare) Program	1991	2001	3	0	0	Paper	Paper
		Program Approval Documentation Instructor Certification	1996	2001	3	30	0	Paper	Paper
		Correspondence with Police & Correctional Agencies	1996	2001	6	20	0	Paper	Paper
		Annual In-service & Firearms Training Scores	1996	2001	4	8	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Maryland Police & Correctional Training Commiss

<u>Schedule Number:</u>	<u>1845</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Resource Center Loan Records	1987	2001	1	0	0	Paper	Paper
		Agency Plans, Policies & Directives	1991	2001	2	0	0.5	Paper	Paper
		Annual In-service & Firearms Training Approval	1996	2001	3	30	0	Paper	Paper
		Supervisor, Administrator, & Instructor Training	1991	2001	4	16	0	Paper	Paper

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Department of Public Safety & Correctional S

Division: Office of the Inspector General (OIG)

<u>Schedule Number:</u>	<u>2082</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Audit	1997	1998	10	0	5	Paper	Paper

Division: Office of the Inspector General (OIG)

<u>Schedule Number:</u>	<u>2095</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Audit Material	1998	2000	15	0	5	Paper	Paper

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Department of Public Safety & Correctional S

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>1258</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maintenance & Capital Construction Project Files/implementation & Planning Team Minutes	1989	2000	39	24	3	Paper	Paper
		Repeat Incarceration Supervision Cycle	1981	2001	21	0	1	Paper	Paper
		Fixed Asset Inventory System	1982	2001	0.1	0	0	CD	CD
		Employee Personnel Files & History Cards	1971	2001	26	0	3	Paper	Paper
		Certificating Files	1983	2001	4	0	0.5	Paper	Paper
		Employee Relation Case Files	1983	2001	27	0	1.5	Paper	Paper
		Position Transaction Files	1985	2001	21	0	2	Paper	Paper

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Department of Public Safety & Correctional S

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1258</u>	General Administration Correspondence	1980	2001	100	320	25	Paper	Paper
	Employee Leave Records	1987	2001	9	0	2	Paper	Paper
	Equal Employment Opportunity Case Files	1986	2001	94	14	20	Paper	Paper

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1498</u>	Procurement Series	1998	2001	64	4	0	Paper	Paper

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Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1595</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Central Records Inmate Commitment Records	1996	2001	66	2422	6	Paper	Paper
		Inmate Commitment Records	1991	2001	2	0	0.3	Microfil	Microfilm
		Forms	2001	2001	18	0	0	Paper	Paper
		Manuals	2000	2001	4	0	0.3	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1596</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Classifications	2000	2001	84	288	90	Paper	Paper

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Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1612</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes from Training Meetings	1990	2001	0.2	0	0	Paper	Paper
		Resource Materials	1983	2001	6	6	4	Paper	Paper
		Lesson Plans & Training Commission Approval Sheets	1991	2001	4	0	2	Paper	Paper
		Student Evaluation Forms	1994	2001	2	0	2	Paper	Paper
		Out-service Training Verification Records	1997	2001	0.1	0	0	Paper	Paper
		Program Files	1983	2001	2	6	6	Paper	Paper
		Individual Employee Training Records	1967	2001	48	62	6	Paper	Paper
		Instructor Certification Records	1997	2001	0.1	0	0	Paper	Paper

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Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1614</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inmate Medical & Mental Health Area	1993	2001	1140	2542	270	Paper	Paper
		Miscellaneous Documentation	1993	2001	1	1	2	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1615</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Release Planning Files	1998	2001	1	0	1	Paper	Paper
		Group Files	1996	1998	2	0	2	Paper	Paper
		Psycho-social Assessment	1998	2001	2	0	2	Paper	Paper
		Statistical Reports	1998	2001	1	0	1	Paper	Paper

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Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1616</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Position Control Cards	1991	2001	1	0	1	Paper	Paper
		Leave Report - Quarterly	1997	2001	2	4	1	Paper	Floppy Disks
		Eligibility Lists - Selections Made	1997	2001	10	18	4	Paper	Paper
		Bb 40 File	1992	2001	18	14	2	Paper	Paper
		EEO - Discrimination Complaint File	1995	2001	2	4	2	Paper	Paper
		OSHA Annual Report (Form 200)	1998	2001	2	0	1	Paper	Paper
		Part-time Quarterly Reports	1995	2001	4	4	2	Paper	Floppy Disks
		Disciplinary Case Files	1991	2001	4	16	2	Paper	Paper

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Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1616</u>	History Cards	1991	2001	6	0	1	Paper	Paper
	Personne Folders	1991	2001	90	80	0	Paper	Paper
	EAP File	1996	2001	2	2	1	Paper	Floppy Disks
	Background Investigations	1997	2001	70	0	10	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1619</u>	Maintenance Personnel File Series	1994	2001	0.3	0	0.5	Paper	Paper
	MOSH Citations	1996	2000	1	0.3	1	Paper	Paper

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Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1619</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Fire Safety	1996	2001	9	0.3	1	Paper	Paper
		Specifications	1994	2001	0.5	0	1	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1620</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Food Service/dietary Area	1994	2001	2	0	1	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1621</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Cir (Criminal Investigation Reports)	1993	2001	8	13	3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1621</u>	IR (Incident Reports)	1996	2001	41	93	20	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1622</u>	Report Files	1999	2001	4	0	4	Paper	Paper
	Pretrial Release Services "Bailed Out" (Not under Pretrial Supervision) Case Files	1999	2001	197	0	12	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1623</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1623</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Procurement Record	1998	2001	64	17	5	Paper	Paper
		Inmate Account Records	1990	2001	24	261	24	Paper	Paper
		Financial Record	1993	2001	4.9	22.5	2.6	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1630</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Fleet Management Series	1989	2001	20	10	10	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1641</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1641</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Chaplain Office Series	1992	2001	14	2	2	Paper	Floppy Disks

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>2092</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Compliance Series	1995	2001	103	317	142	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Public Safety & Correctional S

Division: State Use Industries

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>406</u>	Accounts Receivable Ledger Cards	1998	2001	20	40	10	Paper	Paper
	Sales Journal	1994	2001	2	6	1	Paper	Paper
	Cash Receipts Journal	1998	2001	2	1	1	Paper	Paper
	Accounts Payable Ledger (Journal)	1999	2001	2	0	1	Paper	Paper
	General Accounting Records	1980	2001	3	6	1	Paper	Paper
Totals for Agency:	Department of Public Safety & Correctional			108606	8042.8	1684.3		

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Air & Radiation Management Admin

<u>Schedule Number:</u>	<u>1635</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Roadway/construction	1985	2001	2	10	0.5	Paper	Paper
		Asbestos Training Records	1998	2001	5	0	0.5	Paper	Paper
		School Asbestos Occupations Training Files	1995	2001	30	27	9	Paper	Paper
		Asbestos	1985	2001	2	10	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Attorney General's Office

<u>Schedule Number:</u>	<u>1251</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Files	1994	2001	90	0	12	Paper	Paper
		Legal Case Files	1994	2001	89	0	12	Paper	Paper
		Timekeeping Records	1995	2001	12	0	2	Paper	Paper
		Adjudicator Hearing Files	1994	2001	63	0	9	Paper	Paper

Division: Board of Environmental Sanitarians

<u>Schedule Number:</u>	<u>1225</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Board of Environmental Sanitarians

<u>Schedule Number:</u>	<u>1225</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Deposit Slips & Receipts	1994	2001	1	0	1	Paper	Paper
		General Correspondence Files	1997	2001	1.5	0	1	Paper	Paper
		Computer Printouts	1999	2001	2.1	0	2.1	Paper	Paper
		Log Books	1975	2001	2.1	0	2.1	Paper	Paper

Division: Central Services

<u>Schedule Number:</u>	<u>1572</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Central Services

<u>Schedule Number:</u>	<u>1572</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Vendor List	2000	2001	0.5	0	0	Paper	Paper
		Purchasing Records	1997	2001	29.5	0	0	Paper	Paper
		Correspondence	1999	2001	100.5	0	1	Paper	Paper

Division: Environmental Programs/air Management Admin.

<u>Schedule Number:</u>	<u>984</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Emissions Trading	1990	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Environmental Programs/air Management Admin.

<u>Schedule Number:</u>	<u>984</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		State Legislation	1982	2001	10	0	2		
		Acid Deposition	1980	2001	1	0	1	Paper	Paper
		Control Technology	1980	2001	4	0	2		
		New Technology	1997	2001	1	0	1		
		Models	1990	2001	2.5	0	5	Paper	Paper
		Correspondence	1999	2001	1	0	0	CD	
		Public Information	1990	2001	13	0	5		
		Air Quality Advisory Council	1994	2001	1	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Environmental Programs/air Management Admin.

<u>Schedule Number:</u>	<u>984</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public Hearing	1975	2001	32.5	0	2.5	Paper	Paper
		Clean Air Act Amendments	1975	2001	17.5	0	2.5	Paper	Paper
		Lead	1980	1984	1	0	0	Paper	Paper
		Stationary Source Control	1990	2001	15	0	1	Paper	Paper
		Transportation Control Plan	1990	2001	3	0	1	Paper	Paper
		Non-attainment Areas	1996	2001	1	0	0	Paper	Paper
		Mobile Sources	1983	2001	7.5	0	5	Paper	Paper
		Ozone Modeling Model Runs Support Documents, Final Reports on Results	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Environmental Programs/air Management Admin.

<u>Schedule Number:</u>	<u>984</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Toxic Substance Registry	1999	1999	1	0	1	Paper	Paper
		Toxic/hazardous Materials	1988	2001	11	0	0	Paper	Paper
		General	1978	2001	37.5	0	3	Paper	Paper
		Ozone/co Sip	1978	2001	17.5	0	3	Paper	Paper
		Tsp/s02 Sip	1978	1987	5	0	1	Paper	Paper
		Area Designation/redesigna tion	1996	1996	1	0	0	Paper	Paper
		Inhalable Particulate	1997	2001	2.5	0	1	Paper	Paper
		Other Pollutants	1990	1999	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Environmental Programs/air Management Admin.

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
984	Other State's Sips	1996	2000	3	0	1	Paper	Paper

Division: Office of the Secretary-Executive Direction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
1480	Executive Office Files That Are Perfunctory & Non-essential	0	0	15	0	0		

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Office of the Secretary-Executive Direction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1480</u>	Executive Office Files Consisting of the General Transfer of Information	0	0	200	0	0		

Division: Personnel

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1475</u>	History Card	1988	2001	25	25	5	Paper	Paper
	Personnel Folders	1988	2001	7.5	7.5	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Radiological Health Program-Radiation Control

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1270</u>	General Correspondence File	1983	2001	12	0	1	Paper	Paper

Division: Toxics, Environmental Science & Health-Radiolog

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1277</u>	X-ray Machine Registration	2001	0	150	0	7.5	Paper	Paper
	Booklets, Brochures & Pamphlets Files	1983	2001	26	0	2	Paper	Paper
	Administrative Correspondence Files	1983	2001	25	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Water Management Admin/Water Supply Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1478</u>	Administrative Correspondence	1990	2001	70	0	3	Paper	Paper
	Bacteriological Self-monitoring Reports	1996	2001	20	0	4	Paper	Paper
	Inspection Reports	1990	2001	10	0	1	Paper	Paper
	Chemical Analysis Reports	1996	2001	30	0	4	Paper	Floppy Disks

Division: Water Management Admin-Compliance Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1888</u>								

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Water Management Admin-Compliance Program

<u>Schedule Number:</u>	<u>1888</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Files	1985	2001	36.5	2	4	Paper	Paper
		Problem Activity Files	1998	2001	10.5	1.5	2.5	Paper	Paper
		Tidal Wetlands	1993	2001	41.5	0	4	Paper	Paper
		Program Operations Files	1985	2001	20.5	0	3	Paper	Paper
		Non-tidal/waterway	1990	2001	125	0	10.5	Paper	Paper
		NPDES Facility Permits	1994	2001	175.3	0	6	Paper	Paper
		Surface Mining	1970	2001	36.5	0	3.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Water Management Admin-Grants & Contract Mg

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1227</u>	Administrative	1990	2001	10	0	5	Paper	Paper
	Grants Projects	1973	2001	300	10	40	Paper	Paper

Division: Water Management Administration Director's Offi

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2091</u>	Legislative Files	1997	0	5.5	0	1	Paper	Paper
	Governor & Secretary Referrals	1995	0	22.5	0	3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: Water Management Admin-Minerals, Oil & Gas Div

<u>Schedule Number:</u>	<u>1901</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Surface Mining Permit Files	1970	2001	0	84.6	24	Paper	Paper
		Administrative Files	1997	2000	3	0	3	Paper	Paper
		Accounting	1997	2000	3	0	3	Paper	Paper
		Blasting Surface Mining Files	1994	2001	6	0	30	Paper	Paper

Division: WMA-Compliance Program

<u>Schedule Number:</u>	<u>2077</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of the Environment

Division: WMA-Compliance Program

<u>Schedule Number:</u>	<u>2077</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Civil Penalty Files	1995	2001	9	3	1.5	Paper	Paper
		State & Local Approval Files (Erosion & Sediment Control & Stormwater Mgt	1990	2001	133.5	136	29	Paper	Paper
Totals for Agency:	Department of the Environment				2156.5	316.6	299.2		

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division:

<u>Schedule Number:</u>	<u>1550</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	4	0	1	Paper	Paper
		Modal Administration Files	1998	2001	3	0	1	Paper	Paper

Division: Accounting

<u>Schedule Number:</u>	<u>101</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Bonds & Coupons - Redeemed	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Accounting

Schedule Number: 165

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Monthly Budget Statements	1995	2001	3	0	0.5	Paper	Paper

Division: Accounting

Schedule Number: 95

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Maintenance Account Ledgers	1996	2001	4	0	1	Paper	Paper
Completion Report	1995	2001	5	0	1	Paper	Paper
Distribution Tickets	1992	1996	4	0	0	Paper	Paper
Inventory Distribution	1996	2000	4	0	1	Paper	Paper
Material Journal	1996	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Accounting

<u>Schedule Number:</u>	<u>95</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Account	1998	2001	2	0	0.5	Paper	Paper
		Objective Account Ledgers	1995	2001	4	0	0.5	Paper	Paper
		General Salary Distribution of Hours by Accounts	1996	2001	4	0	0.5	Paper	Paper

Division: Administration

<u>Schedule Number:</u>	<u>1157</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Administration

<u>Schedule Number:</u>	<u>1157</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Procurement & Purchasing Records	1995	2001	4	0	1	Paper	Paper
		Administrative Records	1995	2001	4	0	1	Paper	Paper
		General Administrative	1998	2001	3	0	1	Paper	Paper

Division: Administration

<u>Schedule Number:</u>	<u>1554</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Files	1996	2001	5	0	1	Paper	Paper
		Pink File Copies	1996	2001	5	0	1	Paper	Paper
		General Correspondence Files	1990	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1554</u>	Non-revenue Books Correspondence	1996	2001	5	0	1	Paper	Paper

Division: Administrative Adjudication

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1015</u>	Time Dockets	1995	2001	4	0	1	Paper	Paper
	Officer's Certification of Driver's Refusal to a Chemical Test	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Administrative Adjudication

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1015</u>	Cassette Tapes	1994	2001	1	1	1	Paper	Paper
	Fatal Accident Reports	1989	2001	2	0	1	Paper	Paper

Division: Administrative Adjudication

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>720</u>	Employee Time Cards	1996	2001	4	0	1	Paper	Paper
	Assistant Director's Correspondence	1998	2001	3	0	1	Paper	Paper
	Alcohol Education Program	1996	2001	5	0	1	Paper	Paper
	Appeals of Hearing Officers' Decisions	1995	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Administrative Adjudication

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>720</u>	Dealer, Grievance & Medical Advisory Board Opinions	1997	2001	2	0	0.5	Paper	Paper
	Personnel File	1975	2001	4	0	0.5	Paper	Paper
	Director's Miscellaneous File	1996	2001	3	0	0.5	Paper	Paper

Division: Administrative Adjudication

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>721</u>	Steno Correspondence	1995	2001	2	0	0.5		
	Mail Sheets	1997	2001	4	0	2	Paper	Paper
	Steno Hold File	1995	2001	2	0	0.5		

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Administrative Adjudication

<u>Schedule Number:</u>	<u>721</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Appeal File	1995	2001	4	0	0.5	Paper	Paper
		Re-exam Cards	1995	2001	5	0	1	Paper	Paper
		Sub-curia Cassette Tapes	1996	2001	2	0	0.5		

Division: Administrator's Office

<u>Schedule Number:</u>	<u>1872</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence Files	1990	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Associate Administrator

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>789</u>	General Administrative Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Associated Administrator Safety Responsibility

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>786</u>	General Admin Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Bridge Administration

Schedule Number: 1552

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Personnel Records	1968	2001	10	0	1	Paper	Paper
General Correspondence	1998	2001	4	0	1	Paper	Paper
Manuals	1994	2000	4	0	1	Paper	Paper
Maintenance	1995	2001	5	0	1	Paper	Paper
Toll Collection	1999	2001	2	0	1	Paper	Paper
Time Reports	1999	2001	2	0	1	Paper	Paper
Records Management	1993	1993	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Bureau of Highway Maintenance

<u>Schedule Number:</u>	<u>542</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Accounting Records	1995	2001	5	0	1	Paper	Paper

Division: Bureau of Soils & Materials

<u>Schedule Number:</u>	<u>175</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>1159admin</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Record of Parking Permit Sales & Employee Parking Applications	1996	2001	4	0	1	Paper	Paper
		Record of Temporary Parking Permits Issued	1996	2001	4	0	1	Paper	Paper
		Md Fleet Operations Mgt System Reports	1997	2001	4	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>1159as</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Paid Parking Summonses	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>1159as</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Requisitions & Purchase Orders Accounting Section Copies	1997	2001	4	0	1	Paper	Paper
		Unresolved Audit Findings	1993	2001	4	0	0.5	Paper	Paper
		Evidence of Payment	1996	2001	4	0	1	Paper	Paper
		Certificates of Deposit & Bank Deposit Slips	1997	2001	3	0	0.5	Paper	Paper
		Documentary Evidence	1996	2001	4	0	1	Paper	Paper
		Bank Books, Statements & Deposit Receipts	1997	2001	3	0	0.5	Paper	Paper
		Memorandum of Adjustments	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

Schedule Number: 1159as

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Monthly Report of State Funds Collected & Deposited	1997	2001	4	0	0.5	Paper	Paper
Payroll Check Registers	1997	2001	3	0	1	Paper	Paper
Reconciliation & Trial Balance Sheets	1995	2001	4	0	1	Paper	Paper
Distribution of Charges	1997	2001	3	0	0.5	Paper	Paper
Cancelled Checks, Check Copies & Check Stubs	1997	2001	3	0	0.5	Paper	Paper
Gas Withdrawal Tickets & Charges for Gas	1997	2001	4	0	1	Paper	Paper
Receipt Copies & Stubs	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1159as</u>	Paid Bills & Invoices	1996	2001	4	0	1	Paper	Paper
	Delivery Orders & Receipts	1998	2001	4	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1159aud</u>	Internal Audits of SHA	1991	2001	5	0	0.5	Paper	Paper
	Audit Reports of Tenants/concessionaires	1991	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>1159bs</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Estimates	1997	2001	4	0	1	Paper	Paper
		Budget Work Sheets	1997	2001	4	0	1	Paper	Paper
		Budget Amendments	1998	2001	2	0	0.5	Paper	Paper
		Report of Fixed Assets	1997	2001	4	0	1	Paper	Paper
		Budget Requests	1999	2001	2	0	0.5	Paper	Paper
		Materials & Supplier Physical Inventory	1997	2001	4	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>1159dcm</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1159dcm</u>	Executed Contracts	1996	2001	4	0	1	Paper	Paper
	Record of Inspection of Facilities Leased by Administration	1996	2001	4	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1159do</u>	Legislative Audit Reports	1990	2001	5	0	0.5	Paper	Paper
	Audit Reports by Agencies/persons Other than Legislative Auditors	1990	2001	5	0	0.5	Paper	Paper
	Reports to the Legislature	1996	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>1159fas</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tenants/concessionaires Rates & Charges	1997	2001	4	0	1	Paper	Paper
		Financial Analysis Reports	1998	2000	3	0	1	Paper	Paper
		Revenue & Expense Projection Schedules	1999	2001	2	0	1	Paper	Paper
		Surveys of Other Airports	1998	2001	3	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>1159pps</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Out-of-schedule Requisitions	1997	2001	3	0	0.5	Paper	Paper
		Purchase Orders & Requisitions	1997	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>1159pps</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Request for Quotation	1998	2001	2	0	0.5	Paper	Paper
		Stock Records Cards	1998	2001	3	0	1	Paper	Paper
		Notice of Award	1997	2001	3	0	1	Paper	Paper
		Request for Material	1998	2001	3	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>1159pts</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Personnel Folders	1970	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>1159pts</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Grievance Appeals, Suspension Appeals & Charges for Removal	1986	2001	3	0	0.5	Paper	Paper
		Position Control Status Reports	2000	2001	2	0	0.5	Paper	Paper
		Individual & Responsibility Center Leave Printouts	1997	2001	4	0	1	Paper	Paper
		Workmen's Compensation & Accident Reports	1985	2001	5	0	0.5	Paper	Paper
		Bi-weekly Time Report	1998	2001	3	0	1	Paper	Paper
		Bi-weekly Time Cards	1998	2001	3	0	1	Paper	Paper
		Employee Status Tickets	1997	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Chief Deputy Administrator

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>763</u>	Legislation Files	1995	2001	4	0	0.5	Paper	Paper
	General Admin Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Construction Inspection

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1539</u>	Construction Files-general	1985	2001	6	0	1	Paper	Paper
	Consultant Inspection Services Contract	1990	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Construction Inspection

Schedule Number: 1539

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Employee Personnel Files	1970	2001	8	0	1	Paper	Paper
Contract Files for Construction Projects	1985	2001	6	0	1	Paper	Paper

Division: Consultant Services

Schedule Number: 1254

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Federal Highway Correspondence	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Contracts & Management

<u>Schedule Number:</u>	<u>719</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence	1966	2001	5	0	1	Paper	Paper
		Contracts	1995	2001	5	0	1	Paper	Paper

Division: Customer Service

<u>Schedule Number:</u>	<u>1454</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Saving Bond Drive/UCC Campaign	1997	2001	2	0	0.5	Paper	Paper
		Action Committee Team	1997	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Customer Service

Schedule Number: 1454

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Customer Service Program	1996	2001	3	0	0.5	Paper	Paper
General Administrative File	1998	2001	3	0	1	Paper	Paper
Citizens Assistance Network Governor's Program	1996	2001	4	0	1	Paper	Paper
Exit Interview Survey File	1995	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Dayton Shop

Schedule Number: 1541

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Interstate Route Files	1993	2001	5	0	1	Paper	Paper
Invoices	1998	2001	3	0	1	Paper	Paper
IMS Forms	1998	2001	3	0	1	Paper	Paper
Snow Storms	1998	2001	2	0	0.5	Paper	Paper
Material Safety Data Sheets	1995	2001	4	0	1	Paper	Paper
Correspondence	1994	2001	4	0	1	Paper	Paper
Monthly Truck Reports & Equipment Usage Reports	1993	2001	5	0	1	Paper	Paper
Permits	1990	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Dayton Shop

<u>Schedule Number:</u>	<u>1541</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Citizen Complaints	1993	2001	4	0	1	Paper	Paper
		1126 Forms	1997	2001	2.5	0	0.5	Paper	Paper
		Proposal Books & Construction Contracts	1992	2001	4	0	1	Paper	Paper

Division: Dealer Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Dealer Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Correspondence File	1968	2001	3	0	1	Paper	Paper
		Personnel Files	1968	2001	7	0	1	Paper	Paper
		Card Files	1990	2001	4	0	0.5	Paper	Paper
		Case Files	1990	2001	8	0	1	Paper	Paper
		Mileage & Expense Forms File	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

Schedule Number: 1018

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
State Vehicle Data Files	1995	2001	4	0	1	Paper	Paper
Personnel Time Sheets	1997	2001	4	0	1	Paper	Paper
Daily Janitorial Check-in Lists	1999	2001	2	0	0.5	Paper	Paper
Dot Files	1996	2001	3	0	0.5	Paper	Paper
Monthly Activity Report Files	1996	2001	3	0	0.5	Paper	Paper
Budget Request Files	1999	2001	2	0	0.5	Paper	Paper
Grievance File	1985	2001	4	0	0.5	Paper	Paper
General Building Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Service & Maintenance Contract Files	1995	2001	4	0	1	Paper	Paper
		Leave Slips	1997	2001	3	0	1	Paper	Paper
		Personnel Files	1968	2001	10	0	1	Paper	Paper
		Stock Requisition Files	1996	2001	4	0	1	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Supplies - Received & Issued Files	1999	2001	2	0	1	Paper	Paper
		Budget Files	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Internal Building Files	1990	2001	3	0	0.5	Paper	Paper
		Service & Maintenance Contract Files	1990	2001	3	0	0.5	Paper	Paper
		Branch Office Construction & Maintenance File	1990	2000	4	0	0.5	Paper	Paper
		Monthly Reports	1996	2001	3	0	0.5	Paper	Paper
		Tools & Equipment Files	1990	2001	4	0	1	Paper	Paper
		Administrative Correspondence Files	1998	2001	3	0	1	Paper	Paper
		Building Files	1997	2001	4	0	1	Paper	Paper
		Personnel Files	1968	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Audit Reports	1996	2001	4	0	1	Paper	Paper
		Mileage Records	1998	2001	4	0	1	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Credit Memoranda	1996	2000	2	0	0	Paper	Paper
		Personnel Time Sheets	1997	2001	4	0	1	Paper	Paper
		Shipping Ticket Files	1996	2001	2	0	0.5	Paper	Paper
		Title Requisition Files	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Requisition Files	1996	2001	4	0	1	Paper	Paper
		Out-of-schedule Requisition Files	1997	2001	2	0	0.5	Paper	Paper
		License Plates/validation Stickers Received Files	1999	2001	2	0	1	Paper	Paper
		Contract Correspondence Files	1990	2001	4	0	1	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Blue Print Files	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

Schedule Number: 1018-3

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Work Order Files	1998	2001	5	0	1	Paper	Paper
Operation Files	1996	2001	4	0	1	Paper	Paper
Personnel Time Sheets	1996	2001	4	0	1	Paper	Paper
Sign Files	1995	2001	4	0	1	Paper	Paper
Monthly Report Files	1996	2001	2	0	0.5	Paper	Paper
Budget Request Files	1999	2001	2	0	0.5	Paper	Paper
Grounds Equipment Reference Material	1996	2001	4	0	1	Paper	Paper
Supply Files	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Accident Report Files	1980	2001	6	0	0.5	Paper	Paper
		Red Cross Blood Assurance Program Files	1994	2001	3	0	0.5	Paper	Paper
		Inventory & Supplies Files	1995	2001	5	0	1	Paper	Paper
		Personal Files	1968	2001	9	0	1	Paper	Paper
		Monthly Report Files	1998	2001	3	0	0.5	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Vandalism Report Files	1996	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Security Check-in Rostes	1995	2001	4	0	0.5	Paper	Paper
		Administrative Correspondence Files	1998	2001	3	0	1	Paper	Paper
		Daily Security Reports	1995	2001	4	0	0.5	Paper	Paper
		Bomb Control Files	1995	2001	2	0	0.5	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-6</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Gasoline Received & Dispensed Files	1997	2001	4	0	1	Paper	Paper
		Monthly Activity Report Files	1999	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Departmental Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1018-6</u>	Vehicle Maintenance Files	1996	2001	4	0	1	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1018-7</u>	Cashier Voucher Receipts	1997	2001	4	0	1	Paper	Paper
	Daily Cash List	1996	2001	4	0	1	Paper	Paper
	Refunds of Postage Fees	1998	2001	2	0	0.5	Paper	Paper
	Accountable Mail Sheets	1996	2001	2	0	0.5	Paper	Paper
	Pesonnal File for Each Employee	1968	2001	9	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Departmental Services

Schedule Number: 1018-7

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Office Machine Repair Bills	1996	2001	4	0	0.5	Paper	Paper
General Correspondence Received from Other Sections	1998	2001	3	0	1	Paper	Paper
Postage Meters Request for Accounting	1998	2001	2	0	0.5	Paper	Paper
Postage Meter Piece Count Records	1998	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Deputy Administrator's Office

<u>Schedule Number:</u>	<u>1873</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence Files	1990	2001	5	0	1	Paper	Paper

Division: District Engineer

<u>Schedule Number:</u>	<u>968</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Route Files	1996	2001	3	0	0.5	Paper	Paper
		General Correspondence	1998	2001	3	0	1	Paper	Paper
		Contract File	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: District Offices

Schedule Number: 177

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounting Records	1996	2001	4	0	1	Paper	
Leave Record Card	1980	2001	6	0	1	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper
Employee Status Ticket	1995	2001	4	0	1	Paper	Paper
Contract File	1990	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	3	0	1	Paper	Paper
		Alphabetical File	1996	2001	4	0	1	Paper	Paper
		Inter-office Memoranda	1998	2001	3	0	1	Paper	Paper
		Medical Advisory Board Opinions	1970	2001	30	0	1	Paper	Paper
		Personnel Policies	1992	2000	2	0	0.5	Paper	Paper
		Personnel File	1968	2001	9	0	1	Paper	Paper

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Failed to Appear Files	1998	2001	3	0	1	Paper	Paper
		Administrative Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Cashier Reports	1998	2001	3	0	1	Paper	Paper
		Card File	1997	2001	2	0	1	Paper	Paper
		Recorded Mail Sheets	1998	2001	4	0	1	Paper	Paper
		Computer Sheets	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inter-office Memoranda	1998	2001	3	0	1	Paper	Paper
		Dr-16 Control Sheets	1997	2001	4	0.1	1	Electroni	Paper
		Time Sheets	1997	2001	4	0	1	Paper	Paper

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Salmon Index Cards	1996	2001	4	0	1	Paper	Paper
		Doctors' Payrolls	1990	2001	6	0	0.5	Paper	Paper
		Medical Reports/renewal Applications	1985	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Advisory Board Dockets	1970	2001	15	0	1	Paper	Paper
		General Correspondence	1998	2001	3	0	1	Paper	Paper
		Narcotic/dr-53 Files	1996	2001	4	0	1	Paper	Paper
		White Index Cards	1996	2001	4	0	1	Paper	Paper

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Client Files	1980	2001	15	0	1	Paper	Paper
		Class Registration Sheets	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1012-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Card File	1996	2001	2	0	0.5	Paper	Paper

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1150</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		License Renewal Application File	1996	2001	4	0	1	Paper	Paper
		Case Files	1995	2001	4	0	1	Paper	Paper
		Central License File	1990	2001	6	0	1	Paper	Paper
		License Application File	1995	2001	4	0	1	Paper	Paper
		Fail to Appear Notices	1996	2001	4	0	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Control & Records

<u>Schedule Number:</u>	<u>1150</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence File	1998	2001	3	0	1	Paper	Paper
		Us Park Police Traffic Ticket File	1990	2001	4	0	0.5	Paper	Paper
		Organ Donor Cards	1999	2001	2	0	1	Paper	Paper
		Officer Receipt Stub Acknowledging Md Uniform Citation Book	1996	2001	4	0	1	Paper	Paper
		Health Dept Notices of Deceased Persons	1998	2001	3	0	1	Paper	Paper
		Personnel Files	1968	2001	7	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Licensing

Schedule Number: 1655

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Vision Referral Certificate	1996	2001	2	0	0.5	Paper	Paper
Personnel Files	1968	2001	7	0	1	Paper	Paper
Routine & Special Correspondence	1999	2001	1	0	1	Paper	Paper
Application for Learner's Permit	2000	2001	1	0	1	Paper	Paper
Driver Examination Reports	1998	2001	2	0	1	Paper	Paper
Cashier Reports	1999	2001	1	0	1	Paper	Paper
Absence Statement Files	2000	2001	1	0	1	Paper	Paper
School Vehicle Inspection Records	1998	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Driver Licensing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1655</u>	School Vehicle Driver's File	1998	2001	2	0	0.5	Paper	Paper
	School Vehicle Contract Certifications	1998	2001	1	0	0.5	Paper	Paper
	Lic001 Daily La/lb Capture Listing	1910	2001	30	0	1	Microfich	Microfiche

Division: Employee Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1479</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Employee Relations

Schedule Number: 1479

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Employee Assistance Files	1990	2001	5	0	1	Paper	Paper
Grievance Appeals	1994	2001	5	0	1	Paper	Paper
Incentive Awards Files	1995	2001	4	0	1	Paper	Paper
Suspension Files	1995	2001	5	0	1	Paper	Paper
Medical Evaluations	1970	2001	5	0	0.5	Paper	Paper
Suspension Appeals	1996	2001	3	0	0.5	Paper	Paper
Discharge Appeals	1992	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Engineering

Schedule Number: 1833

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Facility Files	1995	2001	4	0	1	Paper	Paper

Division: Engineering

Schedule Number: 466

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Route Files	1996	2001	4	0	1	Paper	Paper
Bonding Company File	1990	2001	4	0	0.5	Paper	Paper
Blanket Bond File	1990	2001	5	0	1	Paper	Paper
General File	1996	2001	4	0	1	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Engineering

Schedule Number: 530

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Employee Card Index	1970	2001	2	0	0.5	Paper	Paper
Leave Records	1996	2001	5	0	1	Paper	Paper
Violations File	1996	2001	4	0	1	Paper	Paper
Water Traffic Log	1995	2001	5	0	1	Paper	Paper
Bridge Inspector's Reports	1995	2001	5	0	1	Paper	Paper
Bridge Picture File	1995	2001	5	0	1	Paper	Paper
Counties & Districts	1996	2001	4	0	1	Paper	Paper
Completed Construction Projects File	1991	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Engineering

Schedule Number: 530

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Bridge Maintenance Funds File	1990	2001	6	0	1	Paper	Paper
General File	1996	2001	5	0	1	Paper	Paper

Division: Engineering

Schedule Number: 531

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accident File Index	1995	2001	4	0	1	Paper	Paper
County File	1996	2001	4	0	1	Paper	Paper
Accident File	1995	2001	4	0	1	Paper	Paper
General File	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Engineering Development

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1001</u>	Test Reports	1981	2001	5	0	1	Paper	Paper
	Construction Manager Office Records	1980	2000	5	0	1	Paper	Paper
	Construction Field Office Records	1980	2000	6	0	1	Paper	Paper

Division: Equal Employment Opportunity

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>791</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Equal Employment Opportunity

<u>Schedule Number:</u>	<u>791</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Grievance File	1990	2001	5	0	0.5	Paper	Paper
		Correspondence File	1995	2001	5	0	1	Paper	Paper
		Program File	1996	2001	4	0	0.5	Paper	Paper
		Statistics & Payroll File	1995	2001	4	0	0.5	Paper	Paper
		Policies & Directives File	1989	2000	4	0	0.5	Paper	Paper
		Ee Law File	1990	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Equipment

Schedule Number: 1642

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Condemnation Report	1995	2001	4	0	1	Paper	Paper
Purchase Order	1995	2001	3	0	1	Paper	Paper
Mileage Reports	1999	2001	2	0	0.5	Paper	Paper
Copies of Titles	1996	2001	3	0	1	Paper	Paper
Equipment Trade List	1995	2001	4	0	1	Paper	Paper
Partial Receiving Report	1995	2001	4	0	1	Paper	Paper
Condemned History Sheet	1995	2001	4	0	1	Paper	Paper
Invoices	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Equipment

<u>Schedule Number:</u>	<u>1642</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Condemnation DGS Letter	1995	2001	6	0	1	Paper	Paper
		Accident Reports	1998	2001	6	0	1	Paper	Paper
		Requisitions	1996	2001	3	0	1	Paper	Paper

Division: Equipment Office

<u>Schedule Number:</u>	<u>1556</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence File	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Equipment Office

Schedule Number: 1556

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Condemnation Reports	1996	2001	5	0	1	Paper	Paper
Equipment Records	1996	2001	4	0	1	Paper	Paper
Employee Driving Records - Confidential	1970	2001	4	0	1	Paper	Paper
Vehicle Titles	1996	2001	2	0	0.5	Paper	Paper
Unofficial Personnel Files	1998	2001	4	0	1	Paper	Paper
Time Sheets	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: F&A

Schedule Number: 490

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Reconciliation of Checks Issued & Signatures	1995	2001	3	0	0.5	Paper	Paper
Position Description Form	1996	2001	2	0	0.5	Paper	Paper
Holiday Pay Record	1995	2001	3	0	5	Paper	Paper
Auditor's Receipts for Blank Prenumbered Payroll Checks	1990	2001	5	0	1	Paper	Paper
Privately-owned Motor Vehicle Quarterly Mileage Report	1995	2001	2	0	0.5	Paper	Paper
Position Description Questionnaire	1996	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Federal Aid Programming

<u>Schedule Number:</u>	<u>1648</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Federal Aid Project File	1975	2001	8	0	0.5	Paper	Paper
		Federal Aid Ps & E Package	1975	2001	8	0	0.5	Paper	Paper

Division: Field Operations

<u>Schedule Number:</u>	<u>1198</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Regional Documents	1995	2001	5	0	1	Paper	Paper
		Personnel Files	1968	2001	9	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Field Operations

<u>Schedule Number:</u>	<u>1198</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Correspondence File	1998	2001	3	0	1	Paper	Paper
		Regional Documents	1995	2001	5	0	1	Paper	Paper
		Regional Documents	1995	2001	5	0	1	Paper	Paper

Division: Finance

<u>Schedule Number:</u>	<u>1061</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance

Schedule Number: 1592

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Monthly Report Files	1997	2001	4	0	1	Paper	Paper
Authorization for Expenditures	1998	2001	3	0	1	Paper	Paper
Equipment Inventory - Furniture & Fixture	1998	2001	3	0	1	Paper	Paper
Payroll Records	1998	2001	3	0	1	Paper	Paper
Accounts Receivable - Miscellaneous Billings	1999	2001	2	0	1	Paper	Paper
Investment Statements	1999	2001	2	0	1	Paper	Paper
Journal Entries Folders	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance

<u>Schedule Number:</u>	<u>1592</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Deposit Listings & Slips	1998	2001	2	0	0.5	Paper	Paper
		Bank Statements	1997	2001	4	0	1	Paper	Paper
		Maintenance & Operations Reserve Fund Checks	1998	2001	4	0	1	Paper	Paper
		Operating Fund Checks	1998	2001	2	0	1	Paper	Paper
		Cash & Ticket Report	1997	2001	4	0	1	Paper	Paper

Division: Finance

<u>Schedule Number:</u>	<u>992</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1995	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>478</u>	Mimeo County Road Maintenance Receipts & Disbursements Reports	1995	2001	4	0	0.5	Paper	Paper

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>486</u>	Billing Form	1996	2001	4	0	1	Paper	Paper
	Special Hauling Permit Copy	1994	2001	4	0	0.5	Paper	Paper
	Mileage Reports by Project	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance & Accounting

Schedule Number: 489

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Bi-weekly Time Report	1996	2001	4	0	1	Paper	Paper
Report of Machine Totals	1992	2001	5	0	1	Paper	Paper
Master Authorization Card	1998	2001	2	0	0.5	Paper	Paper
Master Authorization IBM Card	1998	2001	2	0	0.5	Paper	Paper
Payroll Checks	1995	2001	5	0	1	Paper	Paper
Withholding Exemption Certificate-Maryland	1970	2001	4	0	0.5	Paper	Paper
Employee's Earning Record Card	1996	2000	1	0	0.5	Paper	Paper
Payroll Deduction Change Sheet	1996	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Finance & Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>489</u>	Employees Payroll Data Card	1996	2001	2	0	0.5	Paper	Paper
	Payroll Block Control Register	1997	2001	2	0	0.5	Paper	Paper
	Payroll Input Document Control Register	1996	2001	4	0	1	Paper	Paper
	Payroll Input Document Transmittal	1996	2001	4	0	1	Paper	Paper
	Payroll Data Adjustment Input	1997	2001	2	0	0.5	Paper	Paper
	Payroll & Personnel Data Input	1996	2001	4	0	1	Paper	Paper

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>494</u>								

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Division: Finance & Accounting

<u>Schedule Number:</u>	<u>494</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Voucher File	1996	2001	4	0	1	Paper	Paper

Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-10</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Office Machine Files	1996	2000	4	0	1	Paper	Paper
		Informal Bid Files	1995	2001	4	0	1	Paper	Paper
		Accounting Records	1992	2001	4	0	1	Paper	Paper

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Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-10</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Equipment Inventory Card File	1994	2001	4	0	1	Paper	Paper
		Telephone Inventory Files	1996	2001	2	0	1	Paper	Paper
		Purchasing Correspondence File	1996	2001	2	0	100	Paper	Paper
		Warranty Enforcement Files	1997	2000	2	0	1	Paper	Paper
		Forms Control File	1998	2000	1	0	1	Paper	Paper

Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-18</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Correspondence	1997	2001	3	0	1	Paper	Paper

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Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-18</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Publications File	1996	2001	3	0	1	Paper	Paper
		Dot - DOT-EEOC Case File	1986	2000	7	0	1	Paper	Paper
		Monthly Hiring & Promotion Report File	1995	2001	3	0	1	Paper	Paper

Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Position Authorization/classific ation File	1968	2000	6	0	1	Paper	Paper
		Personnel Control Card File	1975	2001	6	0	1	Paper	Paper
		Position Control Card File	1993	2000	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence File	1997	2001	3	0	1	Paper	Paper
		Program File	1995	2001	2	0	1	Paper	Paper
		Personnel Files	1965	2001	11	0	1	Paper	Paper
		Certification of Eligible File	1999	2001	1	0	1	Paper	Paper

Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel File	1969	2001	9	0	1	Paper	Paper
		Damage & Claims File	1989	2000	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Finance & Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-5</u>	Time Sheet File	1996	2001	3	0	1	Paper	Paper
	Crane, Equipment & General Maintenance Specification	1996	2001	7	0	2	Paper	Paper
	Crane Recap Statement File	1997	2001	3	0	1	Paper	Paper
	Tenant & Pie Admin Correspondence File	1997	2001	3	0	1	Paper	Paper
	Purchase Order File	1997	2001	4	0	1	Paper	Paper
	Project Request File	1996	2000	3	0	1	Paper	Paper
	Company Correspondence File	1994	2001	4	0	1	Paper	Paper

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Division: Finance & Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-6</u>	Accounting Records	1994	2001	4	0	1	Paper	Paper

Division: Finance & Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-7</u>	Directives File	1987	2000	4	0	1	Paper	Paper
	Code of Maryland Regulations File	1986	2000	3	0	1	Paper	Paper
	General Correspondence File	1997	2001	3	0	1	Paper	Paper
	World Trade Center Correspondence File	1997	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1168</u>	Audit Folders	1994	2001	3	0	0.5	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1807</u>	Federal Aid Computerized Bills	1996	2001	4	0	1	Paper	Paper
	Miscellaneous Records	1995	2000	4	0	1	Paper	Paper
	Federal Aid Project Folders	1995	2001	4	0	1	Paper	Paper
	State Aid Project Folders	1995	2001	4	0	1	Paper	Paper
	Third Party Audits	1995	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1809</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Vendor History Data	1996	2001	2	0	1	Microfich	Microfiche
		Employee Expense Statement	1995	2001	4	0	1	Paper	Paper
		Accounts Payable Voucher	1995	2001	4	0	1	Paper	Paper
		Agency Interface Transaction Listing	1995	2001	4	0	1	Paper	Paper
		Manual Disbursement Transmittal List	1995	2001	4	0	1	Paper	Paper
		Employee Expense Reimbursement Check	1996	2001	4	0	1	Paper	Paper
		Employee Expense Reimbursement Register	1996	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1809</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Expense Bi-weekly Update	1995	2001	4	0	1	Paper	Paper
		Employee Expense History File Dump	1996	2001	4	0	1	Paper	Paper
		Contract	1995	2001	4	0	1	Paper	Paper
		Finals	1995	2000	4	0	1	Paper	Paper
		Closed Projects	1995	1999	4	0	1	Paper	Paper
		Vouchers Register	1995	2001	4	0	1	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1810</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1810</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Petroleum Products Report	1996	2001	4	0	1	Paper	Paper
		Daily Fuel Reports Printout	1996	2001	3	0	1	Paper	Paper
		Dm Stock Status Report Printout	1996	2001	5	0	2.5	Paper	Paper
		Inventory Withdrawal Ticket	1996	2001	4	0	1	Paper	Paper
		Requisition Input Forms	1996	2001	4	0	1	Paper	Paper
		Purchase Order Input Forms	1996	2001	4	0	1	Paper	Paper
		Receiving Document Input Form	1996	2001	4	0	1	Paper	Paper
		Operating Stock Status Report Printout	1995	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1810</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Physical/inventory Worksheet	1996	2001	3	0	1	Paper	Paper
		Weekly Fuel Adjustments Report	1996	2001	2	0	0.5	Paper	Paper
		Monthly Fixed Asset Reconciliation's	1995	2001	4	0	1	Paper	Paper
		Fixed Asset Physical Inventory Forms	1995	2001	4	0	1	Paper	Paper
		Monthly Materials & Supplies Reconciliation's	1995	2001	4	0	1	Paper	Paper
		Petrol-vend Automated Fuel Usage Report	1996	2001	3	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1811</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Cash Disbursements Journal	1993	2001	4	0	1	Paper	Paper
		SHA 30.0 - 619c	1993	2001	2	0	0.5	Paper	Paper
		Cash Receipts Posting Copies	1993	2001	2	0	0.5	Paper	Paper
		Bank Deposit Slips	1993	2001	2	0	0.5	Paper	Paper
		Stars Form 110	1993	2001	5	0	1	Paper	Paper
		Cancelled Checks	1993	2001	3	0	1	Paper	Paper
		Cad Form D-3 Disbursement Warrant	1993	2001	4	0	1	Paper	Paper
		Cash Receipts Journal	1993	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1811</u>	SHA 30.0-609-c	1993	2001	3	0	1	Paper	Paper
	SHA 30.0-442	1993	2001	4	0	1	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1812</u>	Partial Receiving Report	1996	2001	4	0	1	Paper	Paper
	Emergency Purchase Order	1996	2001	4	0	1	Paper	Paper
	Partial Order for Commodities Purchased on Contract	1996	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1812</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Out of Scheduling Requisition	1996	2001	4	0	1	Paper	Paper
		Purchase Order	1996	2001	4	0	1	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1813</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Authorization Transmittals	1995	2001	4	0	1	Paper	Paper
		Corrected Cards & Corresponding Adjustments	1996	2001	4	0	1	Paper	Paper
		Subsidy Reports	1995	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1813</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Bi-weekly Leave & Compensatory Leave Reports	1995	2001	4	0	1	Paper	Paper
		Entry & Change Ticket	1985	2001	4	0	1	Paper	Paper
		Cut-off Tickets	1950	2001	8	0	1	Paper	Paper
		Employee Leave Records	1995	2001	4	0	1	Paper	Paper
		Maryland Port Authority Employees	1950	2001	8	0	1	Paper	Paper
		Master Authorization Card	1990	2001	2	0	0.5	Paper	Paper
		Payroll Journals	1993	2001	4	0	1	Paper	Paper
		Payroll Block Controls	1998	2001	0	3	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1813</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Alpha Listing	1998	2001	3	0	1	Paper	Paper
		Increment Update List	1993	2001	5	0	1	Paper	Paper
		Summary of Bi-weekly Payroll by Responsibility Center	1998	2001	3	0	1	Paper	Paper
		Payroll Input Documents Control Register	1990	2001	3	0	1	Paper	Paper
		Payroll Error Listing Edit	1999	2001	2	0	0.5	Paper	Paper
		Bi-weekly Time Reports	1995	2001	4	0	1	Paper	Paper
		Data Input Adjustments	1998	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1815</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Form Evr 32 General Ledger	1995	2001	4	0	1	Paper	Paper
		Journal Entries	1998	2001	4	0	1	Paper	Paper
		Paid Requisition	1996	2001	4	0	1	Paper	Paper
		Privately Owned Motor	1998	2001	4	0	1	Paper	Paper
		Form Evr 41 Expenditure	1998	2001	4	0	1	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1816</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Files	1995	2001	4	0	1	Paper	Paper

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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
1816	Replacement Check Information & Legislation	1995	2001	4	0	1	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
890	Bank Reconciliation	1992	2000	4	0	0.5	Paper	Paper
	Audit Files	1990	2001	5	0	0.5	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Division: Finance & Program Management

<u>Schedule Number:</u>	<u>892</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Encumbrance Detail Reports	1996	2001	4	0	0.5	Paper	Paper
		Cash Receipt Computer Print-out	1996	2001	4	0	0.5	Paper	Paper
		Report of Special Funds Collected & Deposited	1998	2001	3	0	0.5	Paper	Paper
		Comptroller Adjustments & Miscellaneous Transactions	1996	2001	4	0	0.5	Paper	Paper
		County Cash Balances	1996	2001	3	0	0.5	Paper	Paper
		Budget Recap by Object	1998	2000	3	0	0.5	Paper	Paper
		Detail of Transactions Posted	1996	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>892</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Monthly Statement of Expenditures by Cost Element	1996	2001	4	0	0.5	Paper	Paper
		Statement of Cash Balances	1996	2001	4	0	0.5	Paper	Paper
		Grouping Sheets	1996	2001	4	0	0.5	Paper	Paper
		Revenue Transaction Analysis	1995	2001	5	0	0.5	Paper	Paper
		Monthly Statement of Agency Revenue	1996	2001	4	0	0.5	Paper	Paper
		A&G and Esc Reports	1996	2001	4	0	0.5	Paper	Paper
		Expenditures of Agency Budget & Expenditures by Program & Object	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>892</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Ledgers	1998	2001	2	0	0.5	Paper	Paper
		Monthly Cash Receipt Summaries	1996	2001	4	0	0.5	Paper	Paper
		Statement of Agency Appropriations by Program & Fund	1996	2001	4	0	0.5	Paper	Paper

Division: Finance & Statistics

<u>Schedule Number:</u>	<u>1725</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance & Statistics

Schedule Number: 1725

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Legislation	1997	2001	4	0	1	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper
Statistics File	1998	2001	3	0	1	Paper	Paper
Employees' Roster Card File	1960	2000	9	0	1	Paper	Paper
Purchasing Records	1997	2001	3	0	1	Paper	Paper
Refund Backup	1996	2001	4	0	1	Paper	Paper
ARIRS & Revenue Records	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance Receipts & Disbursements

<u>Schedule Number:</u>	<u>1191</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		County Report- construction Section Account	1996	2001	4	0	1	Paper	Paper
		Federal Aid Backup	1990	2001	4	0	0.5	Paper	Paper
		Rental Receipts	1996	2001	3	0	0.5	Paper	Paper
		Condemnation Backup	1995	2000	3	0	0.5	Paper	Paper
		Cash Receipts Backup	1996	2001	3	0	0.5	Paper	Paper
		Billing Form	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance/Cost Accounting

Schedule Number: 1649

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Equipment Usage Reports - Equipment	1996	2001	4	0	1	Paper	Paper
Overhead Distribution	1998	2001	3	0	1	Paper	Paper
Completion Reports	1996	2001	4	0	1	Paper	Paper
Schedule of PDN Code Changes	1996	2001	4	0	1	Paper	Paper
Journal Entries Proof List	1996	2001	4	0	1	Paper	Paper
Journal Entries	1995	2001	5	0	1	Paper	Paper
Journal Entry Backup	1995	2001	5	0	1	Paper	Paper
Trial Balance Open & Closed	1995	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance/Cost Accounting

<u>Schedule Number:</u>	<u>1649</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Suspense Listings	1995	2001	4	0	0.5	Paper	Paper
		Equipment Usage Edits	1996	2001	3	0	0.5	Paper	Paper
		Equipment Usage Reports - Vehicles	1996	2001	4	0	1	Paper	Paper
		Equipment Masterfile Maintenance	1996	2001	4	0	1	Paper	Paper

Division: Finance/risk Management

<u>Schedule Number:</u>	<u>1670</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Finance/risk Management

<u>Schedule Number:</u>	<u>1670</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Claim Files	1994	2001	5	0	1	Paper	Paper

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>1016</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Insurance Cancellation Suspension Files	1985	2001	12	0	1	Paper	Paper
		Insurance Cancellation Pending Files	1990	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1016</u>								
	Open Ased - Request for Fr-19	1996	2001	5	0	1	Paper	Paper
	Closed Alpha File	1998	2001	3	0	1	Paper	Paper
	Fr-13 Master File	1998	2001	3	0	1	Paper	Paper
	Open Hearing/conference - Request for Fr-19	1996	2001	5	0	1	Paper	Paper

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1016-1</u>								
	Accident Reports	1990	2001	5	0	0.5	Paper	Paper
	Financial Responsibility Cases	1985	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>1016-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		MAIF Rejection File	1990	2001	5	0	0.5	Paper	Paper
		Judgment Suspension Cards	1980	2001	10	0	0.5	Paper	Paper
		Judgment Cases	1980	2001	10	0	0.5	Paper	Paper

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>1016-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Uninsured Motorist Complaints	1990	2001	5	0	0.5	Paper	Paper
		General Correspondence	1998	2001	3	0	1	Paper	Paper
		Fr-13 Follow-up File	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1016-2</u>	AUM. File	1995	2001	3	0	0.5	Paper	Paper
	Insurance Company File	1995	2001	2	0	0.5	Paper	Paper
	Random Insurance Verification Files	1995	2001	4	0	1	Paper	Paper
	Uninsured Motorist Complaint Cards	1990	2001	5	0	0.5	Paper	Paper

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1016-3</u>	Policy, Rules & Regulations	1989	2001	4	0	1	Paper	Paper
	Personnel File	1970	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Financial Responsibility

<u>Schedule Number:</u>	<u>1016-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Leased Vehicles File	1996	2001	4	0	1	Paper	Paper
		Administrative Correspondence	1998	2001	3	0	1	Paper	Paper
		Self-insurer File	1990	2001	5	0	0.5	Paper	Paper
		Auditors' Reports	1996	2001	4	0	1	Paper	Paper

Division: Functional Data Center

<u>Schedule Number:</u>	<u>985</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Functional Data Center

Schedule Number: 985

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Call-in Sheets & Status Sheets	1996	2001	2	0	0.5	Paper	Paper
All Licenses Totals	1994	2001	5	0	1	Paper	Paper
Personnel File	1970	2001	4	0	0.5	Paper	Paper
Computer Run Sheets/control Purge Sheets	1995	2001	4	0	1	Paper	Paper
Data Entry (FDC & SHA) Payroll Figures per Pay Period	1996	2001	4	0	1	Paper	Paper
Data Entry Daily Production Records	1996	2001	4	0	1	Paper	Paper
Production Reports	1995	2001	4	0	1	Paper	Paper
SHA & MPA Production Reports	1990	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Functional Data Center

Schedule Number: 985

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Title Registration Edits	1995	2001	5	0	1	Paper	Paper
Certified Copies	1997	2001	4	0	1	Paper	Paper
Applications for Renewal	1996	2001	4	0	1	Paper	Paper
Utilization Logs	1996	2001	4	0	1	Paper	Paper
Monthly Renewal Validations	1996	2001	4	0	1	Paper	Paper
Licenses Issued Daily & Monthly	1996	2001	4	0	1	Paper	Paper
All Licenses Issues	1994	2001	5	0	1	Paper	Paper
Edits & Totals of Point System	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Functional Data Center

Schedule Number: 985

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Sign-in Sheets	1998	2001	3	0	0.5	Paper	Paper
Daily Summary of Licenses, Permits, & Identifications Issued Sheets	1996	2001	4	0	1	Paper	Paper
Registration Run Listings	1996	2001	4	0	1	Paper	Paper
Yellow Copy of Dot Timesheets	1997	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Highway Design

Schedule Number: 1784

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Project Files	1998	2001	2	0	1	Paper	Paper
Wage & Hour Files	1990	2001	5	0	1	Paper	Paper
Roll Plan Files	1994	2001	4	0	1	Paper	Paper
Administrative Files	1996	2001	4	0	1	Paper	Paper
Hydraulic Files	1998	2001	2.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Highway Maintenance

Schedule Number: 541

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Paint Striping File	1995	2001	4	0	1	Paper	Paper
General File	1996	2001	5	0	1	Paper	Paper
Maps & Drawings File	1995	2001	5	0	1	Paper	Paper
Maintenance Cost Index File	1993	2001	5	0	1	Paper	Paper
Training File	1996	2001	5	0	1	Paper	Paper
Safety File	1995	2001	5	0	1	Paper	Paper
Obsolete Accounting Records	1990	1995	4	0	0.5	Paper	Paper
Line Striping Inventory File	1996	2000	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Highway Maintenance

Schedule Number: 541

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Districts & Counties File	1996	2001	4	0	1	Paper	Paper
SRC Maintenance Report File	1995	2001	5	0	1	Paper	Paper
Road Section Maintenance Costs	1994	2001	4	0	1	Paper	Paper
Surface Treatment & Cold Patch File	1996	2001	4	0	1	Paper	Paper
SRC Building Survey File	1995	2001	4	0	1	Paper	Paper
Maintenance Construction Contract File	1993	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: HRD/benefits Section

<u>Schedule Number:</u>	<u>1643</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Records	1984	2001	13	0	1	Paper	Paper
		Medical Invoices	1995	2001	3	0	1	Paper	Paper

Division: Human Resources

<u>Schedule Number:</u>	<u>1668</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		MDTA Form Records of Days on Duty	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Human Resources

Schedule Number: 1668

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Position Control File	1970	2001	10	0	0.5	Paper	Paper
Applications for Employment	1970	2001	6	0	1	Microfil	Microfilm
Personnel Folders - Active	1968	2001	12	0	1	Paper	Paper
Personnel Folders - Inactive	1940	1967	10	0	1	Paper	Paper
Americans with Disabilities Act (ADA) Medical Documentation	1970	2001	8	0	0.5	Paper	Paper
Ms-310 Employee/position Control	1985	2001	9	0	1	Paper	Paper
MDTA Reclassification Request	1985	2001	6	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Human Resources

Schedule Number: 1668

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Dot Form Position Control Status Report	1999	2001	1	0	0.5	Paper	Paper
Classification Reviews or Studies	1985	2001	5	0	0.5	Paper	Paper
Policies & Procedures	1989	2000	4	0	1	Paper	Paper
Specifications Sheets	1989	2001	4	0	0.5	Paper	Paper
SHA Form 30.9-601 Bi-weekly Time Report	1970	2001	15	0	0.5	Paper	Paper
SHA Form 30.0-621 Employee Leave Report	1970	2000	15	0	0.5	Paper	Paper
SHA Form 30.0514 Payroll Journal & Check Register	1970	2001	15	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Human Resources

<u>Schedule Number:</u>	<u>1668</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland State Form- Position Description	1982	2001	6	0	0.5	Paper	Paper
		History Card/ticket File	1970	2001	10	0	0.5	Paper	Paper

Division: Internal Auditing

<u>Schedule Number:</u>	<u>1659</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Audit Reports File	1998	2001	2	0	1	Paper	Paper
		Dot Bi-weekly Time Report	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Investigative Division

Schedule Number: 1220

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Correspondence File	1998	2001	3	0	1	Paper	Paper
Communication & Telephone Daily Logs	1997	2001	3	0	0.5	Paper	Paper
Telephone Number Authorization Files	1995	1999	2	0	0	Paper	Paper
Financial Responsibility Cases	1990	2001	6	0	1	Paper	Paper
Request for Pick-up	1997	2001	3	0	0.5	Paper	Paper
Sick Leave Counseling Record	1996	2001	3	0	0.5	Paper	Paper
Activity Report	1998	2001	3	0	1	Paper	Paper
Complaint Case	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Investigative Division

<u>Schedule Number:</u>	<u>1220</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Communication Message Files	1997	2001	3	0	0.5	Paper	Paper
		Confidential, Special or Sensitive Cases	1995	2001	5	0	1	Paper	Paper
		Court Cases	1994	2001	3	0	0.5	Paper	Paper

Division: John F Kennedy Memorial Highway

<u>Schedule Number:</u>	<u>1553</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Cash & Ticket Reports (Copy)	1999	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: John F Kennedy Memorial Highway

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1553</u>	Personnel Records (Inactive) Copy Only	1963	1968	4	0	1	Paper	Paper
	Record of Toll Overpayment	1999	2001	2	0	1	Paper	Paper
	Change Fund Voucher Reimbursement/revenue Fund Voucher	1995	2001	5	0	1	Paper	Paper
	Accidents on Facility Causing Damage to Property	1999	2001	2	0	1	Paper	Paper
	Pledge for Payment of Toll	1999	2001	2	0	1	Paper	Paper
	Permit Towers' Invoices	1999	2001	1	0	1	Paper	Paper
	MDTA Equipment Reports	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: John F Kennedy Memorial Highway

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1553</u>	Collection Check List	1999	2001	1	0	1	Paper	Paper
	General Correspondence A-z Yearly Copy	1996	2001	4	0	1	Paper	Paper
	Invoices & Requisitions	1998	2001	3	0	1	Paper	Paper
	Bank Deposit Slips (Copy)	2000	2001	1	0	1	Paper	Paper
	Toll Collection Daily Forms (Copy)	1999	2001	2	0	1	Paper	Paper
	Ticket Records (Copy)	1999	2001	1	0	1	Paper	Paper
	Personnel Records (Active) Copy Only	1968	2001	9	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: John F Kennedy Memorial Highway

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>747-2</u>	Collection Check List	1996	2001	2	0	0.5	Paper	Paper
	General Correspondence A-z Yearly	1998	2001	3	0	1	Paper	Paper
	Invoices & Requisitions (Copy)	1995	2001	4	0	1	Paper	Paper
	Personnel Records (Active)	1971	2001	6	0	0.5	Paper	Paper
	Toll Sergeant's Reports	1995	2001	4	0	1	Paper	Paper
	Bank Deposit Slips (Copy)	1996	2001	2	0	0.5	Paper	Paper
	Token & Ticket Records (Copy)	1996	2001	4	0	1	Paper	Paper
	Daily Cash & Tickets Report (Copy)	1996	2001	4	0	1	Paper	Paper

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Division: John F Kennedy Memorial Highway

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>747-2</u>	Change Fund Verification Sheets	1996	2001	2	0	0.5	Paper	Paper
	Permit Towing Invoices (Copy)	1997	2001	2	0	0.5	Paper	Paper

Division: Leasing & Insurance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-8</u>	Md Port Admin General Correspondence	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Leasing & Insurance

<u>Schedule Number:</u>	<u>707-8</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tenant Files	1985	2000	5	0	1	Paper	Paper
		Insurance Policy Files	1994	2001	6	0	2	Paper	Paper
		Damage & Claim Files	1993	2000	4	0	1	Paper	Paper
		Incident Report Files	1997	2001	3	0	1	Paper	Paper

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1019</u>	Special Mobile Equipment	1995	2001	3	0	0.5	Paper	Paper
	Vehicle Dealers	1996	2001	5	0	1	Paper	Paper
	Vehicle Salesmen Files	1996	2001	5	0	1	Paper	Paper
	Manufacturers, Distributors & Factory Branches	1998	2001	3	0	1	Paper	Paper
	Personnel Files	1968	2001	9	0	1	Paper	Paper
	Temporary Registration File	1998	2001	4	0	1	Paper	Paper
	Transporters & Finance Companies	1998	2001	3	0	1	Paper	Paper
	Franchise Letters	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Cashier Card Files	1997	2001	4	0	1	Paper	Paper
		Withdrawals & Refusals	1998	2001	2	0	0.5	Paper	Paper
		Administrative Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Legislation Files	1990	2001	5	0	0.5	Paper	Paper
		Hearing Files	1996	2001	5	0	1	Paper	Paper
		Buying Services Files	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Subject Files	1997	2001	4	0	1	Paper	Paper
		Bulletins File	1996	2001	3	0	0.5	Paper	Paper
		Personnel Topic Files	1980	2001	5	0	0.5	Paper	Paper
		Warranties	1995	2001	3	0	0.5	Paper	Paper
		Publications	1998	2001	2	0	0.5	Paper	Paper
		Forms Control Files	1989	2001	4	0	0.5	Paper	Paper
		Auto Wrecker Topic Files	1996	2001	4	0	1	Paper	Paper
		Correspondence Files	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Edit Errors	1999	2001	2	0	0.5	Paper	Paper
		Activity Reports	1997	2001	4	0	1	Paper	Paper
		Bulletin	1996	2001	3	0	0.5	Paper	Paper
		Personnel File	1996	2001	3	0	1	Paper	Paper
		Mail Inventory Returns	1998	2001	2	0	0.5	Paper	Paper
		Number One Certificate of Disposal Listing	1997	2001	3	0	1	Paper	Paper
		Unlicensed Pending File	1996	2001	4	0	1	Paper	Paper
		Form Cs-94 Information	1996	2001	4	0	1	Paper	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

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Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Junked Title File	1995	2001	4	0	1	Paper	Paper
		Deleted Vehicles	1996	2001	3	0	0.5	Paper	Paper
		Inventories Ownership Document	1997	2001	3	0	0.5	Paper	Paper
		Certificate of Disposal Listings	1995	2001	4	0	1	Paper	Paper
		Stolen Vehicle File	1995	2001	2	0	0.5	Paper	Paper
		Certificates of Disposal	1996	2001	4	0	0.5	Paper	Paper
		Vehicle Files	1995	2001	5	0	1	Paper	Paper
		Titled Vehicle Records	1995	2001	5	0	1	Paper	Paper

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Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Confidential File	1990	2001	5	0	1	Paper	Paper
		Scrap Processors' Ownership Documents & Inventory File	1996	2001	4	0	1	Paper	Paper
		Accounts Payable Printouts	1996	2001	4	0	1	Paper	Paper
		Investigation Cases	1995	2001	4	0	1	Paper	Paper
		Cashier Records	1997	2001	3	0	1	Paper	Paper
		Scrap Processors Inventory Reports	1996	2001	3	0	0.5	Paper	Paper
		Master License File	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Unqualified Auto Wreckers & Scrap Processors	1996	2001	4	0	1	Paper	Paper
		Destroyed Vehicle File	1990	2001	4	0	0.5	Paper	Paper
		Inventoried Serial Plates	1995	2001	4	0	1	Paper	Paper
		Auto Wreckers' Inventory	1995	2001	4	0	0.5	Paper	Paper
		Certificate of Authority to Dispose of an Abandoned Motor Vehicle to a Wrecker or Scrap Processor File	1996	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Monthly Activity Reports	1998	2001	3	0	0.5	Paper	Paper
		Pds/boe Master School Listing	1996	2001	3	0	0.5	Paper	Paper
		Data Processing Printouts	1997	2001	3	0	1	Paper	Paper
		Title Service Files	1996	2001	4	0	1	Paper	Paper
		General Correspondence & Topic File	1996	2001	3	0	0.5	Paper	Paper
		Time Sheets	1996	2001	4	0	1	Paper	Paper
		Topic File	1996	2001	3	0	0.5	Paper	Paper
		Duplicate Driver Education Certificate Correspondence	1999	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Audit Report File	1998	2001	3	0	0.5	Paper	Paper
		Index Card Files	1996	2001	4	0	0.5	Paper	Paper
		Traf 280 Information	1996	2001	4	0	0.5	Paper	Paper
		Driver Education Certificate/transmittal s	1995	2001	6	0	1	Paper	Paper
		Closed Reimbursements & Enrollments	1995	2001	3	0	0.5	Paper	Paper
		Voided Licenses & Certificates	1997	2001	3	0	0.5	Paper	Paper
		Student Enrollments	1994	2001	6	0	1	Paper	Paper
		Cashier & Validation Record	1997	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Licensing & Consumer Services

<u>Schedule Number:</u>	<u>1019-4</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Log Books	1996	2001	4	0	1	Paper	Paper
		Professional Driving Instructors	1990	2001	5	0	1	Paper	Paper
		Administrative Correspondence File	1998	2001	3	0	1	Paper	Paper
		Professional Driving Schools File	1990	2001	5	0	0.5	Paper	Paper

Division: Location

<u>Schedule Number:</u>	<u>178</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Location

Schedule Number: 178

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Authority to Contract for Expenditure of Funds	1990	2001	5	0	0.5	Paper	Paper
Expense Accounts	1996	2001	4	0	0.5	Paper	Paper
Contract File	1990	2001	5	0	0.5	Paper	Paper
Out-of-schedule Requisition for Supplies	1996	2001	4	0	0.5	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper
Preliminary Location Drawings	1995	2001	5	0	1	Paper	Paper
Roster Card	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Maintenance

Schedule Number: 174

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Prison Labor Projects	1996	2001	2	0	0.5	Paper	Paper
Surface Treatment & Cold Patch File	1994	2001	6	0	1	Paper	Paper
Surface Treatment Report	1994	2001	6	0	1	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Marketing & Development

Schedule Number: 1160

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Marketing & Development

<u>Schedule Number:</u>	<u>1160</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Flight Guide	1995	2001	5	0	1	Paper	Paper
		Publications	1998	2001	3	0	1	Paper	
		Newspaper Clippings	1998	2001	2	0	0.5	Paper	Paper
		Special Projects	1998	2001	3	0	1	Paper	Paper
		Photographs	1998	2001	5	0	2.5	Paper	Paper
		BWI Information/communi cations Center Local Terminal Messages	1995	2001	5	0	1	Paper	Paper
		News Releases	1998	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Materials & Research

<u>Schedule Number:</u>	<u>925</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Files	1996	2001	4	0	1	Paper	Paper

Division: Mgmt Information Services

<u>Schedule Number:</u>	<u>1055</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence, Reports, RFPS & Other Documents	1997	2001	3	0	1	Paper	Paper
		Payroll System Conversion Documents	1998	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Minority Business Enterprise

<u>Schedule Number:</u>	<u>1644</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Construction, Maintenance, Etc Contracts	1992	2001	8	0	1	Paper	Paper
		Complaints of Discrimination	1993	2001	7	0	1	Paper	Paper

Division: Motorcycle Safety Program

<u>Schedule Number:</u>	<u>1036</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Files	1970	2001	7	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Motorcycle Safety Program

Schedule Number: 1036

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Program Equipment & Materials	1995	2001	4	0	1	Paper	Paper
Daily Correspondence	1968	2001	3	0	1	Paper	Paper
Report Files	1998	2001	3	0	1	Paper	Paper
Reference Files	1990	2000	4	0	0.5	Paper	Paper
Regulations & Procedures	1989	2000	2	0	0.5	Paper	Paper
Forms	1990	2000	4	0	0.5	Paper	Paper
Instructor Files	1993	2001	4	0	1	Paper	Paper
Budget Files	1999	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Motorcycle Safety Program

<u>Schedule Number:</u>	<u>1036</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Project Files	1995	2001	4	0	1	Paper	Paper
		Legislation Files	1989	2001	4	0	0.5	Paper	Paper
		Training Center Files	1995	2001	4	0	1	Paper	Paper

Division: Motorcycle Safety Program

<u>Schedule Number:</u>	<u>1671</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Files	1968	2001	10	0	1	Paper	Paper
		General Administration	1999	2001	2	0	1	Paper	Paper
		Program Pay Records	1997	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Motorcycle Safety Program

<u>Schedule Number:</u>	<u>1671</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Deposits	1996	2001	4	0	1	Paper	Paper
		Invoices & Leasing Costs	1996	2001	4	0	1	Paper	Paper
		Course Completion Records for All Training Centers	1996	2001	4	0.5	1	Paper	Paper

Division: MTA Police

<u>Schedule Number:</u>	<u>1163</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: MTA Police

Schedule Number: 1163

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Daily Time Sheets	1996	2001	4	0	1	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper
Confidential Cases	1985	2001	6	0	1	Paper	Paper
Personnel Files	1985	2001	8	0	1	Paper	Paper
Police Application Investigations	1990	2001	6	0	1	Paper	Paper
Cases	1990	2001	5	0	1	Paper	Paper
Security Guard Application Investigations	1995	2001	4	0	1	Paper	Paper
Security Guard Application Investigations	1995	2001	4	0	1	Paper	Paper

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Division: MTA Police

<u>Schedule Number:</u>	<u>1163</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Police Applicant Investigations	1990	2001	6	0	1	Paper	Paper

Division: Office Engineer

<u>Schedule Number:</u>	<u>166</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Summary of Advertisement & Awards	1995	2001	5	0	1	Paper	Paper
		Correspondence	1998	2001	3	0	1	Paper	Paper

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Division: Office Engineer

<u>Schedule Number:</u>	<u>166</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Construction Progress Report	1990	2001	4	0	0.5	Paper	Paper
		Progress Chart	1990	2001	4	0	0.5	Paper	Paper
		Progress Report on Authorized State Forces & Prison Labor Projects	1992	2001	4	0	5	Paper	Paper

Division: Office of Administration

<u>Schedule Number:</u>	<u>1543</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Division: Office of Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1543</u>	"Bid for Bonds" Documents	1985	2001	5	0	0.5	Paper	Paper
	Related Correspondence	1995	2001	5	0	1	Paper	Paper

Division: Office of Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1564</u>	Working Personnel Files	1980	2001	6	0	1	Paper	Paper
	Consultant Services Contracts Negotiations	1994	2001	4	0	1	Paper	Paper
	General Correspondence	1998	2001	3	0	1	Paper	Paper
	Quality Breakthrough Team Materials	1998	2001	3	0	1	Paper	Paper

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Division: Office of Administrative Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1696</u>	Board of Public Works Meetings, Minutes & Transcripts	1995	2001	4	0	1	Paper	Paper
	Code of Maryland Regulations (COMAR)	1986	2001	4	0	1	Paper	Electronic Fil
	General Admin Correspondence	1995	2001	5	0	1	Paper	Paper
	Miscellaneous Contracts	1995	1999	4	0	1	Paper	Paper
	Closed Leases	1990	1998	2	0	1	Paper	Paper
	Construction Contracts	1994	1999	4	0	1	Paper	Paper
	Architectural & Engineering Contracts	1995	1999	4	0	1	Paper	Paper

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Division: Office of Administrative Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1696</u>	Real Property Conveyances/acquisitions	1993	2000	5	0	1	Paper	Paper
	Transportation Professional Services Selection Board	1993	2000	7	0	1	Paper	Paper
	Forms Management	1997	2000	3	0	1	Paper	Paper
	Asbestos Removal Files	1997	1997	1	0	1	Paper	Paper
	PAAR Report (Delegated Contracting Action Record)	1994	2000	6	0	1	Paper	Paper

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Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1162</u>	BWI Gate Assignments	1994	2001	6	0	1	Paper	Paper
	Facility/equipment Lease Check-out/check-in Forms	1998	2001	2	0	1	Paper	Paper
	Notams	1994	2001	6	0	1	Paper	Paper
	BWI Charter & Supplemental Carrier Operations	1995	2001	4	0	0.5	Paper	Paper
	BWI Airfield Operator Permit Application	1968	2001	10	0	1	Paper	Paper
	BWI Incident Report	1990	2001	6	0	1	Paper	Paper
	Operations Log	1980	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162con</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Executed Contracts	1980	2001	6	0	1	Paper	Paper
		Requisitions for Contractual Service	1996	2001	4	0	0.5	Paper	Electronic Fil

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162cs</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Preventive Maintenance Checklists	1998	2001	3	0	1	Paper	Paper
		Record of Inspection of Facilities Leased by the Administration	1999	2001	2	0	1	Paper	Paper
		Service & Other Maintenance Logs	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162cs</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Work Orders	1995	2001	4	0	0.5	Paper	Paper
		Maintenance Directives	1989	2000	4	0	0.5	Paper	Paper

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162fr</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Fire-rescue Service Log Books	1998	2001	3	0	1	Paper	Paper
		Vehicle Maintenance Records	1998	2001	2	0	1	Paper	Paper
		Material Safety Data Sheets	1950	2001	10	0	0.5	Paper	Paper
		Fire-rescue Service Daily Activity Sheets	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162fr</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Fire-rescue Service Response Reports	1998	2001	3	0	1	Paper	Paper
		Certification Record	1998	2001	3	0	1	Paper	Paper
		Fire Inspection Reports	1996	2001	4	0	0.5	Paper	Paper

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162ga</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland Airport Directory	2000	2001	1	0	0.5	Paper	Paper

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162msa</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162msa</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Notams	1999	2001	2	0	1	Paper	Paper
		Noise Complaint Forms	1998	2001	3	0	1	Paper	Paper
		Material Safety Data Sheets	1950	2001	10	0	0.5	Paper	Paper
		Operations Log	1999	2001	2	0	1	Paper	Paper

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162so</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Insurance Carrier Correspondence	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
1162so	SHA Motor Vehicle Accident Reports & Related Correspondence	1996	2001	5	0	1	Paper	Paper

Division: Office of Financial Planning & Budget

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
775	Bonds	1995	2001	4	0	1	Paper	Paper
	Legislation	1996	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Financial Planning & Budget

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>775</u>	General Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Office of Financial Planning & Budget

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>911</u>	Fiscal Year Expenditure Voucher	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of General Counsel

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>939</u>	Files of the Special Legal Advisor	1994	2000	4	0	0.5	Paper	Paper

Division: Office of Management Services & Audits

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1517</u>	Eligibility Lists	1996	2001	5	0	1	Paper	Paper
	Job Specification Files	1997	2001	4	0	0.5	Paper	Paper
	Employee's Personnel Folders, Active	1968	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Management Services & Audits

<u>Schedule Number:</u>	<u>1517</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee's Personnel Folders, Inactive	1965	1968	4	0	1	Paper	Paper
		General Files	1996	2001	5	0	1	Paper	Paper
		Helicopter Hangar Construction Files	1986	2000	4	0	0.5	Paper	Paper
		Helicopter Procurement Files	1984	1999	3	0	0.5	Paper	Paper
		Form 310 File	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Minority Business Enterprise

<u>Schedule Number:</u>	<u>1980</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	2001	4	0	1	Paper	Paper
		Unofficial Personnel Files	1996	2001	4	0	2	Paper	Paper
		MBE/DBE Case Files	1994	2001	3	0	0.5	Paper	Paper

Division: Office of Risk Management

<u>Schedule Number:</u>	<u>1691</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Risk Management

<u>Schedule Number:</u>	<u>1691</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Asbestos Removal Project/building Completion Reports	0	0	0	3	0	Paper	Paper
		Asbestos/medical Monitoring Training	1999	2001	2	0	0.5	Paper	Paper
		Training Records, Rosters, Programs	1968	2001	6	0	1	Paper	Paper
		Time Sheets/leave Requests	1999	2001	2	0	1	Paper	Paper
		General Correspondence Files	1999	2001	2	0	1	Paper	Paper
		Employee Investigations	1985	2001	6	0	1	Paper	Paper
		Investigation/inspecti on Files	1996	2001	4	0	1	Paper	Paper
		Accident Review Board/accident Review Council	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Risk Management

<u>Schedule Number:</u>	<u>1691</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		First Report of Injuries	1998	2001	2	0	1	Paper	Paper

Division: Office of Systems Planning & Evaluation

<u>Schedule Number:</u>	<u>1886</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reading File	1995	2001	4	0	1	Paper	Paper
		Time Cards/expense Statements	1996	2001	3	0	1	Paper	Paper
		State Report on Transportation	1996	2000	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of Systems Planning & Evaluation

<u>Schedule Number:</u>	<u>1886</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Federal Grants	1992	2001	4	0	1	Paper	Paper
		A-o5's	1996	2001	2	0	1	Paper	Paper
		Correspondence - Admin	1996	2001	4	0	1	Paper	Paper

Division: Office of the Asst Secretary - Admin

<u>Schedule Number:</u>	<u>948</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office of the Asst Secretary - Admin

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>948</u>	General Administrative Files & Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Office of the Chief Engineer

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1874</u>	Asbestos Removal & Exposure Records	1910	2000	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Office Supervisor of Highway Markings

<u>Schedule Number:</u>	<u>180</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Request for Signs	1998	2001	3	0	1	Paper	Paper
		Work in Progress	1989	2001	4	0	1	Paper	Paper
		General Correspondence	1996	2001	5	0	1	Paper	Paper

Division: OOTS/MCD

<u>Schedule Number:</u>	<u>1829</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Oversize/overweight Completed Forms	1998	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: OOTS/MCD

<u>Schedule Number:</u>	<u>1829</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Excessive Oversize/overweight Permits	1998	2001	2	0	1	Paper	Paper
		Deposit Slips	1998	2001	2	0	0.5	Paper	Paper
		Ledgers	1998	2001	2	0	1	Paper	Paper
		Check Sheets & Check Logs	1998	2001	2	0	1	Paper	Paper
		Bond Records & Correspondence	1998	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Personnel

Schedule Number: 110

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Leave Record Card	1970	2001	4	0	0.5	Paper	Paper
Highway Maintenance Man Certification	1985	2001	4	0	1	Paper	Paper
Certification of Rates & Contributions	1996	2001	4	0	1	Paper	Paper
Bi-weekly Time Card	1996	2001	4	0	0.5	Paper	Paper
Roster Cards	1980	2001	4	0	0.5	Paper	Paper
Personnel Folder	1970	2001	4	0	1	Paper	Paper
Compensation Folders	1995	2001	4	0	1	Paper	Paper
Certifications	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Personnel

Schedule Number: 110

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Employees Retirement System Withdrawals	1968	2001	4	0	0	Paper	Paper

Division: Personnel

Schedule Number: 709

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Eligible Lists	1998	2001	1	0	1	Paper	Paper
Temporary Personnel File	1998	2001	2	0	1	Paper	Paper
Permanent Personnel File	1968	2001	10	0	1	Paper	Paper
Personnel Card File	1996	2001	2	0	1	Paper	Paper
Miscellaneous Personnel Records	1995	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Pier 7 Office Trailer

<u>Schedule Number:</u>	<u>707-19</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Individual Equipment	1975	2000	5	0	1	Paper	Paper
		Personnel File	1968	2001	9	0	1	Paper	Paper
		Boat File	1975	2000	2	0	1	Paper	Paper
		Vessel File	1994	2001	4	0	1	Paper	Paper
		Oil Spill Report File	1992	1997	2	0	1	Paper	Paper
		Vehicle Files	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>1161de</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Asbestos Removal Projects	1989	2001	4	0	1	Paper	Paper
		Grant Application	1998	2001	3	0	1	Paper	Paper
		Invoices & Justifications for Construction & A&E Contracts	1996	2001	4	0	1	Paper	Paper
		Tabulation of Bids	1990	2001	5	0	0.5	Paper	Paper
		Board of Public Works Agenda Items	1998	2001	2	0	0.5	Paper	Paper
		In-house Engineering Projects	1980	2001	10	0	1	Paper	Microfiche
		Blueprints	1970	2001	15	0	1	Paper	Microfiche
		Installation Permit	1985	2001	8	0	1	Paper	Microfiche

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>1161de</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Building Permits	1975	2001	10	0	1	Paper	Microfiche
		Architectural/engineering Agreements & Executed Contracts	1980	2001	10	0	1	Paper	Microfiche
		Floor Plans	1970	2001	15	0	1	Paper	Microfiche

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>1161la</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Land Acquisition Payment	1998	2001	3	0	1	Paper	Paper
		Funding Status Reports	1999	2001	2	0	1	Paper	Paper
		Relocation Assistance Payment Forms	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1161la</u>	Appraisals	1996	2001	5	0	1	Paper	Paper

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1161nap</u>	Executed Contracts	1980	2001	10	0	1	Microfich	Microfiche
	Consultant Progress Reports	1996	2001	4	0	1	Paper	Paper
	Airport Zoning Permit Applications	1998	2001	3	0	1	Paper	Paper
	Grant Application	1990	2001	5	0	0.5	Paper	Paper
	Noise Complaint Forms	1999	2001	1	0	1	Electroni	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1161nap</u>	Recordings/transcripts of Public Hearings	1998	2001	2	0	1	Paper	Paper
	Request for Variance	1998	2001	3	0	1	Paper	Paper

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1455</u>	Personnel File	1968	2001	6	0	1	Paper	Paper
	General Administrative File	1998	2001	3	0	1	Paper	Paper
	MVA Divisions File	1997	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Facilities Development

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1456</u>	General Administrative File	1998	2001	3	0	1	Paper	Paper
	Blue Print File	1975	2001	12	0	2.5	Paper	Paper
	Leases	1970	2001	5	0	0.5	Paper	Paper
	Branch/express Offices	1985	2001	10	0	1	Paper	Paper
	Quarterly Budget Updates for MVA Office	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Preliminary Engineering

<u>Schedule Number:</u>	<u>1818</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Working Personnel Files	1998	2001	4	0	1	Paper	Paper
		General Correspondence	1990	2001	4	0	1	Paper	Paper
		Special Projects	1998	2001	4	0	1	Paper	Paper
		Pink Files	1998	2001	4	0	1	Paper	Paper
		Payroll Information	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Planning & Research Dept

<u>Schedule Number:</u>	<u>707-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Planning File	1975	2001	2	0	1	Paper	Paper

Division: Police

<u>Schedule Number:</u>	<u>1692</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Request for Withdraw from Stock	1968	2001	8	0	1	Paper	Paper
		"Co2" Recorder Charts	1998	2001	3	0	1	Paper	Paper
		Closed Warrants	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Open Warrants	1982	2001	6	0	1	Paper	Paper
General Correspondence	1998	2001	4	0	1	Paper	Paper
Department Accident Report Packet	1997	2001	4	0	1	Paper	Paper
Motor Vehicle Inventory Report	1997	2001	4	0	1	Paper	Paper
Clothing & Equipment Record	1968	2001	8	0	1	Paper	Paper
Photocopier Monthly Meter Reading	1999	2001	2	0	0.5	Paper	Paper
Sign-in Sheets	1998	2001	3	0	1	Paper	Paper
Duty Schedules	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Vendor Records	1998	2001	4	0	1	Paper	Paper
Time Cards	1998	2001	3	0	1	Paper	Paper
Correspondence for Photocopier	1999	2001	2	0	0.5	Paper	Paper
Invoices Forwarded for Payment	1998	2001	3	0	1	Paper	Paper
Property & Evidence Control Ledger & Data Base	1993	2001	5	0	1	Paper	Paper
Traffic Citation Control Ledger And/or Tally	1997	2001	4	0	1	Paper	Paper
Records Retention & Disposal Schedule	1995	1995	0.5	0	0.5	Paper	Paper
Records Transmittal & Receipt	1998	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Certificate of Records Disposal	1998	2001	2	0	0.5	Paper	Paper
Monthly Activity Reports	1999	2001	1	0	0.5	Paper	Paper
Civil Defense/disaster Plans	1994	1999	2	0	0.5	Paper	Paper
Energy Conservation	1998	2001	2	0	0.5	Paper	Paper
Staff Meeting Minutes (Headquarters)	1999	2001	2	0	0.5	Paper	Paper
Ordinance Equipment Inventory	1998	2001	3	0	1	Paper	Paper
General Agency Correspondence	1998	2001	4	0	1	Paper	Paper
Citation Book Issuance Control Ledger	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
General Correspondence	1998	2001	4	0	1	Paper	Paper
Purchase Orders	1998	2001	2	0	1	Paper	Paper
Unscheduled Requisitions	1998	2001	3	0	1	Paper	Paper
Daily Radio Logs	1997	2001	4	0	1	Paper	Paper
Withdraw from Stock - Request for Material	1998	2001	3	0	1	Paper	Paper
Miles Print Outs	2001	2001	0.5	0	0.5	Paper	Paper
Tactical Equipment Inventory	1998	2001	3	0	1	Paper	Paper
Capital Equipment Inventory & Improvements	1994	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Employee Organizations	1998	1998	1	0	0.5	Paper	Paper
Compensatory Leave, Annual Leave, Personal Leave, Sick Leave & Admin Leave Authorization	1998	2001	4	0	1	Paper	Paper
Tunnel Stoppage Card	1999	2001	2	0	1	Paper	Paper
Training Manuals	1994	2001	4	0	1	Paper	Paper
Training Aids	1995	2001	5	0	1	Paper	Paper
Uniform Officer Training File	1995	2001	5	0	1	Paper	Paper
Uniform Officers Training Files from Another Department	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Police & Cadet Positions	1997	2001	4	0	1	Paper	Paper
General Correspondence	1998	2001	4	0	1	Paper	Paper
Log Books	1998	2001	4	0	1	Paper	Paper
Official Civilian Personnel Records	1961	2001	10	0	1	Paper	Paper
Tactical Training	1996	2001	5	0	1	Paper	Paper
Overtime Authorization	1998	2001	3	0	1	Paper	Paper
Weapons Qualification	1999	2001	2	0	1	Paper	Paper
Police Work & Leave Records	2000	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Audit Reports	1998	2001	4	0	1	Paper	Paper
Budget Requests Authorization	1996	2001	2	0	0.5	Paper	Paper
Bottom Line Report	1999	2001	1	0	0.5	Paper	Paper
Local District Regulations	1979	2001	6	0	1	Paper	Paper
City Ordinances	1981	2001	6	0	1	Paper	Paper
County Ordinances	1980	2001	8	0	1	Paper	Paper
State Laws	1980	2001	8	0	1	Paper	Paper
Us Laws	1980	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Official Uniform Personnel Records	1990	2001	8	0	1	Paper	Paper
Activity Control Log	1990	2001	5	0	1	Paper	Paper
Jail Log Ledger	1996	2001	4	0	1	Paper	Paper
MVA Retest Forms	1999	2001	2	0	1	Paper	Paper
CB Activity Report	2001	2001	1	0	1	Paper	Paper
Master Property Damage Card File	1999	2001	2	0	1	Paper	Paper
Master Property Record Card	1999	2001	2	0	1	Paper	Paper
Traffic Citation Transmittal Form	1997	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Daily Logs	1998	2001	3	0	1	Paper	Paper
Traffic Citation (Headquarters Copy)	1999	2001	2	0	1	Paper	Paper
Activity Control Card	1998	2001	3	0	1	Paper	Paper
Training Schedules	1996	2001	3	0	1	Paper	Paper
Daily Facility Activity Report	1998	2001	3	0	1	Paper	Paper
Miles Message Record	1999	2001	2	0	1	Paper	Paper
Ventilation Report	1998	2001	3	0	1	Paper	Paper
Garage Daily Check Sheet	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Speed Radar Calibration Log	1993	2001	4	0	1	Paper	Paper
Radar Data Concerning Repairs, Bulletins & Correspondence	1993	2001	4	0	1	Paper	Paper
General Correspondence	1998	2001	4	0	1	Paper	Paper
Academics & Special Courses	1999	2001	2	0	1	Paper	Paper
Requests for Special Assignment/training Reports	1998	2001	3	0	1	Paper	Paper
College Programs	1999	2001	2	0	1	Paper	Paper
Requests for Funds, College Programs (Out-service Training)	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

<u>Schedule Number:</u>	<u>1692</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Facility Roadway Closure Report	1998	2001	3	0	1	Paper	Paper
		Press Releases	1999	2001	1	0	0.5	Paper	Paper
		State Agencies, Excluding Courts	1998	2001	4	0	1	Paper	Paper
		Vehicles Violation Notice	1999	2001	2	0	1	Paper	Paper
		General Correspondence	1998	2001	4	0	1	Paper	Paper
		Dangerous Cargo Check Record	1999	2001	3	0	1	Paper	Paper
		County Governments	1998	2001	4	0	1	Paper	Paper
		Municipal Governments	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Maintenance Report	1998	2001	4	0	1	Paper	Paper
Maintenance Report	1999	2001	1	0	0.5	Paper	Paper
Shift Report - Vehicle Equipment	1999	2001	2	0	1	Paper	Paper
Empress Evaluation Forms	1961	2001	6	0	1	Paper	Paper
Public Relations Organizations	1997	2001	3	0	1	Paper	Paper
House Trailer Violation Notice	1999	2001	2	0	0.5	Paper	Paper
Public Officials	1998	2001	0.5	0	0.5	Paper	Paper
Motor Vehicle History	1996	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
General Correspondence	1998	2001	4	0	1	Paper	Paper
Statistical Surveys & Reports	1998	2001	4	0	1	Paper	Paper
First Report of Injury	1975	2000	5	0	0.5	Paper	Paper
Special Orders	1992	2000	4	0	1	Paper	Paper
General Correspondence	1998	2001	4	0	1	Paper	Paper
Federal Agencies	1998	2001	4	0	1	Paper	Paper
State Courts	1997	2001	3	0	0.5	Paper	Paper
Motor Vehicle Operation Reports	1999	2001	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Juvenile Custody Report	1998	2001	4	0	1	Paper	Paper
Master Complaints Against Personnel File	1997	2001	4	0	1	Paper	Paper
Recruitment Packets	1990	2000	5	0	0.5	Paper	Paper
Police Employee Applicant Investigation	1998	2001	4	0	1	Paper	Paper
All Other Applicant Investigations	1999	2001	1	0	1	Paper	Paper
Criminal Polygraph	1990	2001	6	0	1	Paper	Paper
SERO/warnings	2000	2001	2	0	1	Paper	Paper
Accident Report Request	2000	2001	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Quarterly Radar Enforcement Log	1997	2001	4	0	1	Paper	Paper
Request for Escort Service	1999	2001	1	0	0.5	Paper	Paper
Public Inquiries & Requests (Unrelated to Any Specific Category)	1998	2001	3	0	1	Paper	Paper
Disabled Vehicle Tags	1999	2001	1	0	0.5	Paper	Paper
Accident Reports	1998	2001	4	0	1	Paper	Paper
Activity Reports	1998	2001	4	0	1	Paper	Paper
Property Damage Report	1999	2001	2	0	0.5	Paper	Paper
Memoranda	1990	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police

Schedule Number: 1692

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
General Orders	1990	2000	4	0	0.5	Paper	Paper
General Correspondence	1998	2001	4	0	1	Paper	Paper
Maryland Driver- vehicle Inspection Report	1998	2001	4	0	1	Paper	Paper
Maryland State Police Weight Record	1996	2001	4	0	1	Paper	Paper
Commercial Vehicle Enforcement Division Daily Activities Report	1999	2001	2	0	1	Paper	Paper
Dangerous Cargo Violation Arrest Check Sheet	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828fis</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		MPA Request for Supplies	1998	2001	3	0	2	Paper	Paper
		Equipment Inventory Change Notifications	1998	2001	3	0	1	Paper	Paper
		Cost Analysis Worksheet	1998	2001	2	0	1	Paper	Paper
		End of Month Reports	1998	2001	3	0	1	Paper	Paper
		MPA Expense Accounts	1990	2001	4	0	1	Paper	Paper
		Travel Expense Forms	1995	2001	4	0	0.5	Paper	Paper
		Purchase Requisitions	1998	2001	2	0	1	Paper	Paper
		Telephone Service Request	1998	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828fis</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Equipment Inventory	1998	2001	2	0	1	Paper	Paper
		MPA Request for Maintenance Services	1998	2001	3	0	2	Paper	Paper
		Project Requisition Form	1996	2001	3	0	0.5	Paper	Paper
		Invoices Forwarded for Payment	1990	2001	4	0	1	Paper	Paper
		Budget Request Authorization	1998	2001	2	0	1	Paper	Paper

Division: Police Department

<u>Schedule Number:</u>	<u>1828ia</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Internal Affairs Case	1990	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828leg</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Attorney General's Opinion	1990	2001	4	0	0.5	Paper	Paper
		Laws/regulations	1987	2001	4	0	0.5	Paper	Paper

Division: Police Department

<u>Schedule Number:</u>	<u>1828lia</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Federal Agencies	1990	2001	4	0	1	Paper	Paper
		State Courts	1997	2001	3	0	1	Paper	Paper
		State Agencies, Excluding Courts	1998	2001	4	0	1	Paper	Paper
		Municipal Governments	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1828lia</u>	County Governments	1998	2001	4	0	1	Paper	Paper

Division: Police Department

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1828ops</u>	Criminal And/or Other Summons Log	1995	2001	3	0	0.5	Paper	Paper
	Criminal And/or Other Summons (Closed)	1995	2001	3	0	1	Paper	Paper
	Crime Prevention Reports	1995	2001	2	0	0.5	Paper	Paper
	Complaint Control Ledger	1998	2001	3	0	1	Paper	Paper
	Warrants (Open)	1990	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828ops</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Motor Vehicle Administration	1990	2001	3	0	1	Paper	Paper
		Criminal Investigator Case Load Ledger	1994	2001	2	0	1	Paper	Paper
		Criminal or Other Summons	1995	2001	3	0	1	Paper	Paper

Division: Police Department

<u>Schedule Number:</u>	<u>1828per</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Improvement & Development Appraisal	1995	2001	3	0	0.5	Paper	Paper
		Promotional Potential Rating	0	0	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828per</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Request for Transfer or Withdrawal	1995	2001	2	0	0.5	Paper	Paper
		Lecture Forms	1998	2001	2	0	0.5	Paper	Paper
		Letters of Appreciation	1995	2001	2	0	0.5	Paper	Paper
		Agency Accidents	1996	2001	3	0	0.5	Paper	Paper
		Personnel Information Form	1970	2001	4	0	0.5	Paper	Paper
		Request for Secondary Employment	1992	2000	2	0	1	Paper	Paper
		Personnel Orders	1996	2000	4	0	0.5	Paper	Paper
		Leave & Duty Schedules	1990	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828per</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Police Personnel Records	1995	2001	2	0	0.5	Paper	Paper
		Personnel Orders	1995	2001	2	0	1	Paper	Paper
		Personnel Rosters	1995	2001	2	0	1	Paper	Paper
		Founded Complaints & Records Involving Disciplinary Action	1995	2001	2	0	0.5	Paper	Paper
		A&S Reports	1995	2001	3	0	0.5	Paper	Paper
		Civilian Personnel Records	1998	2001	4	0	0.1	Paper	Paper
		Miscellaneous	1995	2001	5	0	1	Paper	Paper
		Issued Equipment	1998	2001	3	0	1	Paper	Paper

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Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828per</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Pre-employment (To Include Applicant Investigation File)	1998	2001	4	0	0.5	Paper	Paper
		Leave Records	1995	2001	2	0	0.5	Paper	Paper
		Training Information	1995	2001	2	0	1	Paper	Paper
		Personnel Information Form	1995	2001	3	0	0.5	Paper	Paper

Division: Police Department

<u>Schedule Number:</u>	<u>1828sup</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Gas & Oil Usage Reports	1995	2001	5	0	1	Paper	Paper
		Motor Vehicle Operation Report	1995	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828sup</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Portable Radio & Battery Control Log	1996	2001	3	0	0.5	Paper	Paper
		Inspection Form Personnel	1996	2001	4	0	0.5	Paper	Paper
		Motor Vehicle History	1989	2001	4	0	0.5	Paper	Paper

Division: Police Department

<u>Schedule Number:</u>	<u>1828tng</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Firearms Report	1995	2001	4	0	0.5	Paper	Paper
		Weapons & Qualifications	1995	2001	5	0	0.5	Paper	Paper
		Application for Authority to Carry Off-duty	1980	2001	5	0	0.5	Paper	Paper

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Department of Transportation

Division: Police Department

<u>Schedule Number:</u>	<u>1828tng</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Firearm Institute: Inspection Sheet for Off-duty Handgun	1996	2001	4	0	0.5	Paper	Paper
		Academies & Special Courses	1995	2001	3	0	0.5	Paper	Paper
		Request for Special Training/assignments Reports	1996	2001	4	0	0.5	Paper	Paper

Division: Port Promotion

<u>Schedule Number:</u>	<u>707-11</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Port Promotion

Schedule Number: 707-11

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Correspondence File	1996	2001	3	0	1	Paper	Paper
Accounting Records	1992	2001	4	0	1	Paper	Paper

Division: Port Services

Schedule Number: 707-3

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Agreements File	1997	2001	2	0	1	Paper	Paper
Regulations/planning File	1978	2000	4	0	1	Paper	Paper

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Division: Port Services

Schedule Number: 707-3

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Radio File	1995	2001	3	0	1	Paper	Paper
Administrative Correspondence File	1997	2001	3	0	1	Paper	Paper
Departmental Legislation File	1980	2001	4	0	1	Paper	Paper
Navigation Charts, Building & Vessel Blueprints	1968	2001	5	0	1	Paper	Paper
Committee File	1995	2001	4	0	1	Paper	Paper
Debris & Oil Recovery Report File	1992	1997	2	0	1	Paper	Paper
Personnel File	1965	2001	10	0	1	Paper	Paper
Vessel File	1968	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Project Planning

Schedule Number: 944

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Administrative Files	1996	2001	4	0	1	Paper	Paper
Time Cards	1996	2001	4	0	0.5	Paper	Paper
Highway Project Files	1994	2001	5	0	1	Paper	Paper

Division: Public Information

Schedule Number: 784

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Administrative Correspondence File	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Public Information

Schedule Number: 784

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Inquiry & Research Report File	1995	2001	2	0	0.5	Paper	Paper
Special Subjects File	1996	2000	2	0	0.5	Paper	Paper

Division: Purchasing

Schedule Number: 1557

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Product Information	1997	2001	4	0	1	Paper	Paper
General Correspondence File	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Purchasing

Schedule Number: 1557

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Time Sheets	1998	2001	3	0	1	Paper	Paper
Contract File	1998	2001	3	0	1	Paper	Paper
Purchasing Records	1992	2001	4	0	1	Paper	Paper
Withdrawal Tickets	1998	2001	3	0	1	Paper	Paper
Inventory Files	1998	2001	3	0	1	Paper	Paper
Requisition Books	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Records Management

<u>Schedule Number:</u>	<u>710</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Code of Maryland File	1980	2000	5	0	1	Paper	Paper
		Records Management File	1990	2000	3	0	1	Paper	Paper
		Legal File	1994	2001	3	0	1	Paper	Paper
		General Administrative File	1997	2001	3	0	1	Paper	Paper

Division: Regional & Intermodal Planning

<u>Schedule Number:</u>	<u>1800</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Regional & Intermodal Planning

<u>Schedule Number:</u>	<u>1800</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Metropolitan Planning Organization	1998	2001	2	0	0.5	Paper	Paper
		Special Issues Files	1990	2000	4	0	1	Paper	Paper
		Roll Plans	1996	2001	4	0	1	Paper	Paper

Division: Right-of-way

<u>Schedule Number:</u>	<u>168</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Construction Plans	1990	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Right-of-way

Schedule Number: 168

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Calculation File	1995	2001	5	0	1	Paper	Paper
Bi-weekly Time Report & Time Sheets	1996	2001	4	0	1	Paper	Paper
Leave Card	1980	2001	6	0	0.5	Paper	Paper
Miscellaneous File	1996	2001	4	0	1	Paper	Paper
Weekly Progress Report	1995	2001	5	0	1	Paper	Paper
Property Mosaics	1992	2001	4	0	0.5	Paper	Paper
Exhibits for Condemnation Cases	1992	2001	4	0	0.5	Paper	Paper
Inventory of Extra Property	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: State Highway Admin

Schedule Number: 1875

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Right of Way Files	1998	2001	3	0	1	Paper	Paper
General Correspondence	1998	2001	3	0	1	Paper	Paper
Accounting Records	1998	2001	2	0	1	Paper	Paper
Leave Record Card	1998	2001	2	0	1	Paper	Paper
Employee Status Tickets	1998	2001	2	0	0.5	Paper	Paper
Contract Sketchbook File	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: State Highway Administration

<u>Schedule Number:</u>	<u>1540</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maintenance Management Worksheets & Equipment Usage Reports	1989	2001	4	0	1	Paper	Paper
		Employee Leave Request Slips	1968	2001	8	0	1	Paper	Paper
		Reports	1995	2001	5	0	1	Paper	Paper
		Contract Proposals	1990	2001	4	0	1	Paper	Paper
		Crew Day Cards	1990	2001	4	0	0.5	Paper	Paper
		Bi-weekly Time Sheets	1996	2001	4	0	1	Paper	Paper
		Personnel Correspondence/directives	1980	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: State Highway Administration

<u>Schedule Number:</u>	<u>1540</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Working Personnel Files	1968	2001	10	0	1	Paper	Paper
		General Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Systems Planning & Implementation

<u>Schedule Number:</u>	<u>1247</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administration Procedures File	1997	2000	6	0	1	Paper	Paper
		Rules & Regulations File	1998	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Systems Planning & Implementation

<u>Schedule Number:</u>	<u>1247</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Management Information Systems Statistical File	1997	2001	4	0	1	Paper	Paper
		Personnel File	1968	2001	10	0	1	Paper	Paper
		General Administrative File	1998	2001	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-1</u>								
	Unauthorized Placement of Cargo File	1996	2001	4	0	1	Paper	Paper
	Container & General Cargo Storage Overflow File	1996	2001	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-12</u>								
	Service Order Files	1997	2001	2	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-13</u>								

Statewide Records Inventory for Non-Permanent Records

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Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-13</u>	Statistical Worksheet File	1997	2001	3	0	1	Paper	Paper
	General Billing & Statistical Guideline File	1996	2001	4	0	1	Paper	Paper
	General Billing Information File	1997	2001	3	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-14</u>	Policy, Directives & Regulations	1989	2000	4	0	1	Paper	Paper
	Electrical & Mechanical Diagram & Data	1993	1998	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-14</u>	Accounting Records	1992	2001	6	0	1	Paper	Paper
	Work Order File	1996	2001	4	0	1	Paper	Paper
	Vendor Contract File	1997	2001	2	0	1	Paper	Paper
	Administrative Correspondence File	1996	2001	3	0	1	Paper	Paper
	Equipment Status Reports	1994	2000	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-15</u>	Pier Control Sheet & Freight Waybill File	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-15</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Latex Control Sheet File	1995	2001	3	0	1	Paper	Paper
		Railroad Track Check File	1996	2001	4	0	1	Paper	Paper
		Form 707 File	1995	2001	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-16</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Activity File	1997	2001	2	0	1	Paper	Paper
		Tenant File	1996	2001	4	0	1	Paper	Paper
		Tenant Lease File	1980	1999	9	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-16</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing File	1993	2001	4	0	1	Paper	Paper
		General Correspondence File	1998	2001	3	0	1	Paper	Paper
		Miscellaneous Correspondence File	1997	2001	3	0	1	Paper	Paper
		Personnel Correspondence File	1996	2001	4	0	1	Paper	Paper
		Operations Manager File	1998	2001	2	0	1	Paper	Paper
		Damage Claim File	1978	1998	9	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-21</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-21</u>	Administrative Correspondence File	1996	2001	3	0	1	Paper	Paper
	OSHA Correspondence File	1994	2001	4	0	1	Paper	Paper
	Tenants File	1995	2001	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-22</u>	Rail Documents File	1995	2001	4	0	1	Paper	Paper
	Way Bill File	1996	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-23</u>	Personnel File	1996	2001	4	0	1	Paper	Paper
	Accounting Records	1996	2001	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-24</u>	Correction Notice File	1995	2001	3	0	1	Paper	Paper
	Bank Deposit File	1996	2001	2	0	1	Paper	Paper
	Completed Lien File	1992	1998	3	0	1	Paper	Paper
	Clinton Street Billing File	1993	2000	4	0	1	Paper	Paper

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Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-24</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tonnage Sheet File	1997	2001	2	0	1	Paper	Paper
		Cash Receipts File	1995	2001	2	0	1	Paper	Paper
		Scale Ticket File	1996	2001	2	0	1	Paper	Paper
		Tenant Correspondence File	1996	2001	3	0	1	Paper	Paper
		Gate Pass Reference File	1996	2001	3	0	1	Paper	Paper
		Personnel File	1995	2001	4	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-25</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-25</u>	Administrative Correspondence File	1995	2001	3	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-26</u>	Credit Memoranda File	1996	2001	2	0	1	Paper	Paper
	Vessel File	1993	2001	4	0	1	Paper	Paper
	Invoice Memo Copy File	1994	2001	3	0	1	Paper	Paper
	Crane Billing File	1994	2001	3	0	1	Paper	Paper
	Miscellaneous Billing File	1996	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-27</u>	Correspondence File	1997	2001	2	0	1	Paper	Paper
	Accounting Records	1992	2001	5	0	1	Paper	Paper
	Personnel File	1968	2001	8	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-28</u>	Engineering Drawing File	1995	1999	4	0	1	Paper	Paper
	Rail Invoice File	1996	2001	3	0	1	Paper	Paper
	Terminal Service Truck Report File	1997	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Terminal Operations

Schedule Number: 707-28

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Vessel Envelope File	1994	2001	3	0	1	Paper	Paper
General Admin File	1997	2001	2	0	1	Paper	Paper
Equipment Transfer File	1992	2000	3	0	1	Paper	Paper
Terminal Permit File	1996	2001	4	0	1	Paper	Paper
Gate Pass File	1997	2001	2	0	1	Paper	Paper
Purchase Requisition File	1997	2001	2	0	1	Paper	Paper
Personnel File	1968	2001	8	0	1	Paper	Paper
Inventory File	1996	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

Schedule Number: 707-28

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Invoice File	1977	2001	5	0	1	Paper	Paper
Vessel Arrival Notice File	1997	2001	2	0	1	Paper	Paper
Pier Sheet File	1997	2001	3	0	1	Paper	Paper
Visitors Permit File	1997	2001	2	0	1	Paper	Paper
Towage Report File	1996	2001	4	0	1	Paper	Paper
Firestone Permit File	1996	2001	4	0	1	Paper	Paper
Credit File	1985	2001	2	0	1	Paper	Paper
Crane Report File	1997	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-28</u>	Container Permit File	1997	2001	2	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-29</u>	General Operational File	1997	2001	2	0	1	Paper	Paper
	Equipment Certification File	1996	2001	3	0	1	Paper	Paper
	Accounting Records	1994	2001	4	0	1	Paper	Paper
	Operational Recap File	1997	2001	2	0	1	Paper	Paper
	Fuel Log File	1997	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-29</u>	Vehicle Checklist File	1996	2001	3	0	1	Paper	Paper

Division: Terminal Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-30</u>	Tenant File	1980	2001	4	0	1	Paper	Paper
	Accounting Records	1994	2001	4	0	1	Paper	Paper
	Correspondence File	1997	2001	3	0	1	Paper	Paper
	Damage & Claim File	1990	2000	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

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Division: Terminal Operations

<u>Schedule Number:</u>	<u>707-31</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Gasoline Log Files	1997	2001	2	0	1	Paper	Paper
		Inventory Files	1996	2000	3	0	1	Paper	Paper
		Accounting Records	1994	2001	4	0	1	Paper	Paper
		Spreader Service Order Files	1996	2001	4	0	1	Paper	Paper

Division: Traffic

<u>Schedule Number:</u>	<u>173</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Division: Traffic

Schedule Number: 173

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Purchasing Records	1996	2001	4	0	1	Paper	Paper
Employee Status Tickets	1995	2001	4	0	1	Paper	Paper
Weekly Report of Cases Closed	1996	2001	2	0	0.5	Paper	Paper
Road Inventory Sheet	1996	2001	5	0	1	Paper	Paper
Road Condition Survey Report	1996	2001	4	0	1	Paper	Paper
Road Improvement Report	1995	2001	5	0	1	Paper	Paper
Accident Data	1995	2001	8	0	1	Paper	Paper
Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Traffic

Schedule Number: 173

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Correspondence	1998	2001	3	0	1	Paper	Paper
Loadometer Sheet & Scale Ticket	1995	2001	5	0	1	Paper	Paper
Baltimore Transportation Study	1996	2000	2	0	0.5	Paper	Paper
Leave Record Card	1980	2001	6	0	1	Paper	Paper
Trial Arrest Ticket	1996	2001	2	0	0.5	Paper	Paper
Weighing Schedule for Week	1996	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Traffic Bureau

Schedule Number: 491

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounts Receivable Control Sheets	1995	2001	5	0	1	Paper	Paper
Daily Journal	1996	2001	5	0	1	Paper	Paper
General Account Cards	1995	2001	5	0	1	Paper	Paper
General File	1996	2001	5	0	1	Paper	Paper
Card Index to Bondees	1996	2001	4	0	1	Paper	Paper
Blanket Oversize- overweight Hauling & Movement Permit	1997	2001	4	0	1	Paper	Paper
Bond File for Trucker's Fees	1995	2001	4	0	1	Paper	Paper
Application for Special Hauling Permit	1997	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Traffic Bureau

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>491</u>	Special Oversize-overweight Hauling & Movement Permit	1997	2001	4	0	1	Paper	Paper
	Deposit Slips	1996	2001	4	0	1	Paper	Paper
	Single Trip Oversize-overweight Hauling & Movement Permit	1997	2001	2	0	0.5	Paper	Paper

Division: Traffic Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1457</u>								

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Traffic Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1457</u>	Highway Signing & Lighting Files	1990	2001	5	0	1	Paper	Paper

Division: Traffic Engineering/signing & Lighting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1442</u>	Washington, Wicomico & Worcester Counties	1990	2001	5	0	0.5	Paper	Paper
	Calvert & Baltimore Counties	1990	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Traffic Engineering/signing & Lighting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1442</u>	Anne Arundel & Allegany Counties	1990	2001	5	0	0.5	Paper	Paper
	Baltimore County	1990	2001	5	0	0.5	Paper	Paper
	Frederick, Dorchester, Carroll, Cecil & Caroline Counties	1990	2001	5	0	0.5	Paper	Paper
	Montgomery, Howard, Garrett, Harford, Frederick & Kent Counties	1990	2001	5	0	0.5	Paper	Paper
	Somerset, Talbot, Queen Anne, Prince George's & Montgomery Counties	1990	2001	5	0	0.5	Paper	Paper
	Baltimore & Anne Arundel Counties	1990	2001	5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Transportation Safety

Schedule Number: 868

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Reading Files	1997	2001	3	0	0.5	Paper	Paper
Periodical Files	1998	2001	2	0	0.5	Paper	Paper
Administrative Files	1996	2001	3	0	0.5	Paper	Paper
Technical Files	1996	2001	3	0	0.5	Paper	Paper
State Transportation Safety Plan	1996	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Transportation Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>707-9</u>	Tariff File	1994	2001	6	0	1	Paper	Paper
	Commodity Rate File	1995	2001	4	0	1	Paper	Paper
	Regulatory Case File	1975	2000	12	0	1	Paper	Paper
	Legislative File	1997	2001	2	0	1	Paper	Paper
	Lease File	1990	2001	4	0	1	Paper	Paper
	Administrative Correspondence File	1997	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Tunnel Administration

<u>Schedule Number:</u>	<u>1551</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Accounting Records	1996	2001	5	0	1	Paper	Paper
		Blank Forms, Insurance Forms, Retirement Forms	1995	2000	4	0	1	Paper	Paper
		General Correspondence	1996	2001	4	0	1	Paper	Paper
		Personnel Records	1968	2001	9	0	1	Paper	Paper
		Contracts & Permits	1995	2001	5	0	1	Paper	Paper
		Accounting/auditing Records	1996	2001	5	0	1	Paper	Paper
		Inventory Records/vendor Files/purchase Orders	1996	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Tunnel Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1551</u>	Certificates, License, Service Agreement Contracts	1994	2001	6	0	1	Paper	Paper
	Code of Maryland Regulations	1985	2001	6	0	1	Paper	Paper

Division: Vehicle Emissions Inspection Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1718</u>	Supply	1998	2001	0	2	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Vehicle Emissions Inspection Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1718</u>	Fiscal	1999	2001	2	0	1	Paper	Paper
	Administration	1996	2001	0	40	1	Paper	Paper
	MVA/emissions Contractor	1998	2001	3	0	1	Paper	Paper
	Correspondence	1998	2001	0	2	1	Paper	Paper
	Fleet Vehicle Inspection Reports	2000	2001	0	4	2.5	Paper	Paper
	Liaison	1990	2001	0	4	1	Paper	Paper
	Legal	1990	2001	0	4	1	Paper	Paper
	Waivers	2000	2001	0	0.5	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Vehicle Emissions Inspection Program

<u>Schedule Number:</u>	<u>1718</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel	1998	2001	0	2	1	Paper	Paper

Division: Vehicle Registration

<u>Schedule Number:</u>	<u>1049</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Request to View or Obtain Copy of a Record File	1996	2001	4	0	1	Paper	Paper
		Request for Pick-up File-is-12 Investigation Report	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Vehicle Registration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1050</u>	30 Day Dealer Temporary Registration	1999	2001	2	0	1	Paper	Paper
	Application for Duplicate Registration Card	1998	2001	3	0	1	Paper	Paper
	7 Day Temporary Registration Permit Vr-206	1999	2001	2	0	1	Paper	Paper

Division: Vehicle Registration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1051</u>	Suspension File	1996	2001	4	0	1	Paper	Paper
	Stolen Vehicle Index Cards	1996	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Vehicle Registration

<u>Schedule Number:</u>	<u>1051</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Abandoned Vehicle Correspondence File	1994	2001	4	0	0.5	Paper	Paper
		Daily Stolen Vehicle File	1996	2001	2	0	0.5	Paper	Paper
		Title Records	1996	2001	4	0	1	Paper	Paper

Division: Vehicle Registration

<u>Schedule Number:</u>	<u>1716</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Validated Registration Application File	1997	2001	3	0	1	Paper	Paper
		Suspension File - Stolen Vehicle Titles	1997	2000	2	0	0.5	Paper	Paper
		Daily Stolen Vehicle File	1997	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Vehicle Registration

Schedule Number: 1716

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Title Records	1996	2001	5	0	1	Paper	Paper
Request for Pick-up File-is-12 Investigation Report	1996	2001	4	0	1	Paper	Paper
Request to View or Obtain Copy of a Title Record File	1997	2001	4	0	0.5	Paper	Paper
Forty-five Day Dealer Temporary Registration Certificates & Permits	1996	2001	5	0	1	Paper	Paper
Forty-five Day Temporary Permit	1996	2001	5	0	1	Paper	Paper
Fifteen Day Temporary Registration Permit Vr-206	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Department of Transportation

Division: Vehicle Registration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1716</u>	Application for Special Tags	1996	2001	2	0	0.5	Paper	Paper
	Application for Approval of Emergency Vehicle or Service Vehicles	1996	2001	2	0	0.5	Paper	Paper
	Application for Duplicate Registration Card	1997	2001	3	0	1	Paper	Paper
	Abandoned Vehicle Correspondence File	1998	2001	2	0	0.5	Paper	Paper
Totals for Agency:	Department of Transportation			5162.5	66.1	1261.6		

Statewide Records Inventory for Non-Permanent Records

Executive Department

Division: Executive Department

<u>Schedule Number:</u>	<u>874</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Malpractice Cases	1982	2001	180	371	6	Paper	Paper

Division: Health Claims Arbitration Office

<u>Schedule Number:</u>	<u>1611</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Medical Malpractice Case Files	1982	2001	180	371	6	Paper	Paper
		Candidate Data Files	1998	2001	8	0	1	Paper	Paper
		Correspondence Files	1997	2001	32	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Executive Department

Division: Health Claims Arbitration Office

<u>Schedule Number:</u>	<u>768</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Case Files	1982	2001	180	371	6	Paper	Paper
		Correspondence Files	1997	2001	32	0	1	Paper	Paper
		Candidate Data Files	1998	2001	8	0	1	Paper	Paper

Division: Office of the Secretary of State

<u>Schedule Number:</u>	<u>1891</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Attorney General Opinions & Advice	1985	2001	2	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Executive Department

Division: Office of the Secretary of State

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1891</u>	Legal Correspondence	2000	2001	1	0.5	0	Paper	Paper
	Cooperative Housing Conversion Notices	1989	2001	1	0	0	Paper	Paper
	Correspondence	1999	2001	1	0	0.5	Paper	Paper
	Election Matters	2000	2001	1	0	0.5	Paper	Paper
	Charitable Organizations Division	1998	2001	27.5	0	0	Paper	Paper
	Timeshare Files	1986	2001	0	8	2.5	Paper	Paper
	Service of Process	1990	2001	1	0	0	Paper	Paper
	Notary Correspondence & Complaints	2001	2001	2.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Executive Department

Division: Office of the Secretary of State

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1891</u>	Charitable Organizations Division	1999	2001	5	37.5	0	Paper	Paper
	Charitable Organizations Division	1998	2001	9	10	2	Paper	Paper
	Charitable Organizations Division	0	2001	12	222.5	5	Paper	Paper
	Notary Applications	2001	2001	5	0	1	Paper	Paper
	Trading Stamp Registration Files	1990	2001	2	0	0.5	Paper	Paper
	Special Policy Correspondence	1999	2001	2.5	0	0.5	Paper	Paper
	Legislative & Regulatory Files	2000	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Executive Department

Division: State Documents

<u>Schedule Number:</u>	<u>1667</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence-incoming & Outgoing	1974	2001	46	0	1	Paper	Paper
		Maryland Register-other Documents	1999	2001	11	0	4	Paper	Paper
		Maryland Contract Weekly	1999	2001	1	0	1	Paper	Paper
		COMAR Pamphlet Orders	1997	2001	10	0	1	Paper	Paper
		Public Subscription Orders, Invoices, & Records; Agency Orders, Invoices, Stars Reports	1997	2001	31	0	4	Paper	Paper
Totals for Agency:	Executive Department				792.5	1391.5	45.5		

Statewide Records Inventory for Non-Permanent Records

Maryland Environmental Service

Division: Administration & Finance/Personnel

<u>Schedule Number:</u>	<u>1574</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Folders	2000	2001	2	0	0	Paper	Paper
		Status Cards File	2000	2001	1	0	0	Paper	

Division: Administration & Finance/Purchasing

<u>Schedule Number:</u>	<u>1575</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence	2000	2001	2	0	0	Paper	
		Vendor List	2000	2001	1	0	0	Paper	

Statewide Records Inventory for Non-Permanent Records

Maryland Environmental Service

Division: Administration& Finance/Purchasing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1575</u>	Purchasing Records	2000	2001	2	0	0	Paper	
Totals for Agency: Maryland Environmental Service				8	0	0		

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Administration-Personnel

<u>Schedule Number:</u>	<u>1881</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Folder	1967	2001	9	0	1.5	None	None

Division: Administrative

<u>Schedule Number:</u>	<u>444</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General State Tuition Scholarship Awards	0	0	0	0	1		
		Legislative (Senatorial) Scholarships File	1999	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Administrative

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>444</u>	Teacher Education Scholarship Award File	1999	2001	12	6	8	Paper	Paper
	Print-out Sheets	1999	2001	2	0	1	Paper	Paper

Division: Campus Development & Capital Projects

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1915</u>	General Correspondence & Office Files 1989	1995	2001	4	0	1	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Campus Development & Capital Projects

<u>Schedule Number:</u>	<u>1915</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Project Records 1967	1995	2001	12.5	0	2	Paper	Paper
		Laws, Codes, Rules & Policies 1965	1995	2001	8	0	1	Paper	Paper

Division: Development/Alumni/Foundation

<u>Schedule Number:</u>	<u>1925</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alumni Records 1978	1998	2001	5	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Development/Alumni/Foundation

<u>Schedule Number:</u>	<u>1925</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Private Donation Incentive Program Records 1987	1997	2001	5	0	2.5	Paper	Paper

Division: Grants Development

<u>Schedule Number:</u>	<u>1911</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Federal, State & Local Grant Files	1995	2001	10	0	2.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Information Technologies

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1913</u>	General Correspondence & Office Files	1990	2001	14	0	0	Paper	Paper
	System Software Documentation 1977	1999	2001	2	0	1	Disk Pack	CD
	Program Documentation 1977	1995	2000	25	0	0	Paper	Paper

Division: Maryland Higher Education Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1880</u>								

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Maryland Higher Education Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1880</u>	Colleges & Universities Capital Budget & Operating Budget Information	1990	2001	12.5	0	2	Paper	Paper

Division: Office of the Deputy Secretary

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1883</u>	Correspondence	1998	2001	7	0	2.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>1884</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence	1990	2001	6	0	0	Paper	Paper

Division: Planning & Research

<u>Schedule Number:</u>	<u>1905</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Office	1991	2001	12.5	0	0	Paper	Paper
		Annual Statistical Report	1989	2001	12.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: State Scholarship Administration

<u>Schedule Number:</u>	<u>1973</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reimbursement of Firemen and Rescue Squad Members Programs	1998	2001	1	0	0.5	Paper	
		Tuition Reduction for Non-resident Nursing Students	1998	2001	0.5	0	0.5	Paper	
		Part-time Grant Program	1999	2001	0.5	0	0.5	Paper	
		Educational Excellence Award Program	1999	2001	32	4	4	Paper	Paper
		Delegate Scholarship Program	1999	2001	3	0	1	Paper	
		Distinguished Scholars Program	1998	2001	5	0	1	Paper	
		Edward T. Conroy Grant Program	1998	2001	2	0	0.5	Paper	

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: State Scholarship Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1973</u>	Maryland State Nursing Scholarship Program	1998	2001	4	0	1	Paper	
	Sharon Christa McAuliffe Teacher Scholarship Program	1992	2001	3	0	1	Paper	
	Paul Douglas Teacher Scholarship Program	1992	2001	1	0	0		
	Physical & Occupational Therapist & Assistant Program	1999	2001	0.5	0	0.5	Paper	
	Childcare Provider Program	1998	2001	1	0	0.5	Paper	
	Tolbert Memorial Grant Program	1999	2001	2	0	0.5	Paper	
	Professional Scholarship Program	1998	2001	1	0	0.5	Paper	

Statewide Records Inventory for Non-Permanent Records

Maryland Higher Education Commission

Division: State Scholarship Administration

<u>Schedule Number:</u>	<u>1973</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Family Practice Medical	1999	2000	0.5	0	0	Paper	
		Loan Assistance Repayment Program	1997	2001	2	0	0.5	Paper	
Totals for Agency:	Maryland Higher Education Commission				226	10	41.5		

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Agent Licensing

Schedule Number: 1795

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Continuing Education Course/information	1999	2001	38	0	0	Paper	Paper
Miscellaneous Correspondence	0	2001	15	0	0	Paper	Paper
Certification/clearance Correspondence	0	0	0	0	5	Paper	Paper
Certification of Qualification Applications	1998	2001	179	0	75	Paper	Paper
Agents' Company Appointment/cancel- lation Appellations	1998	2001	71	0	100	Paper	Paper
Trade Name Filings	0	0	0	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Examination & Auditing

<u>Schedule Number:</u>	<u>1790</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Company Registration Statements	0	2001	10	0	0	Paper	Paper
		Reports on Examinations	1994	2000	20	0	0	Paper	Paper
		Annual Statements of Insurance Companies	1996	2000	144	0	2	Paper	Paper
		Non-admitted Companies	0	2001	6	0	0	Paper	Paper
		Charter File	0	2001	300	0	2	Paper	Paper
		Receivership Files	1998	2001	1	0	0.5	Paper	Paper
		Certificates of Compliance	0	2001	2	0	0	Paper	Paper
		Premium Tax Reports	1998	2000	10	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Examination & Auditing

<u>Schedule Number:</u>	<u>1790</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Examination Work Papers	1992	2001	200	0	20	Paper	Paper
		Company Files	0	2001	24	0	0	Paper	Paper
		Quarterly Financial Statements	2000	2000	2	0	2	Paper	Paper
		Unauthorized Insurance Policy Registration	2000	2001	60	0	1	Paper	Paper
		Examination Reports	1994	2001	5	0	0	Paper	Paper
		Certificates of Authority	1998	2000	3	0	0	Paper	Paper
		Certified Financial Statements	2000	2000	20	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Executive Direction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1787</u>	Hearing/appeal File	1999	2001	35	0	40	Paper	Paper
	Legislative File	1999	2001	35	0	38	Paper	Paper

Division: Fiscal Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1793</u>	General Accounting Records	1999	2001	14	0	0	Paper	Paper
	Special Accounting Records	1995	2001	0.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Fiscal Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1793</u>	Miscellaneous Accounting Records	1999	2001	11	0	0	Paper	Paper
	Purchasing Records	1999	2001	14	0	0	Paper	Paper
	Budget & Fiscal Planning Records	1995	2001	1	0	0	Paper	Paper

Division: Insurance Fraud

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1797</u>	General Correspondence	1997	2001	17	0	2.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Insurance Fraud

<u>Schedule Number:</u>	<u>1797</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Investigative Files	1993	2001	30	0	6	Paper	Paper

Division: Licensing Compliance & Investigation

<u>Schedule Number:</u>	<u>1796</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1992	2001	15	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Life & Health

Schedule Number: 1791

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Examination Reports	1995	2001	96	0	5	Paper	Paper
Periodic Reports File	1992	2001	27	0	1.5	Paper	Paper
Pending Correspondence	2001	2001	64	0	0	Paper	Paper
Close Correspondence File	1996	2001	112	0	3.5	Paper	Paper
Hearing or Administrative Actions File	1997	2001	8	0	2	Paper	Paper
Examination Work Papers	1999	2001	65	0	5	Paper	Paper
General Correspondence File	2000	2001	8	0	0	Paper	Paper
Active Investigation File	2000	2001	20	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Life & Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1791</u>	Miscellaneous Files	1998	2001	56	8	4	Paper	Paper
	Complaint & Investigation Files	1995	2001	94	0	5	Paper	Paper
	Computerized Printouts	2000	2001	0.5	0	0	Paper	Paper

Division: Office of the Attorney General

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1788</u>	Litigation File	1999	2001	21	0	23	Paper	None

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Office of the Chief Actuary

<u>Schedule Number:</u>	<u>1789</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Actuarial Opinions	1993	2000	2	0	0.3	Paper	Paper
		Actuarial Annual Statements	1995	2000	12	0	2	Paper	Paper
		Reserve Calculations	1998	2000	50	0	18	Paper	Paper
		Examination Workpapers	1995	1999	8	0	3	Paper	Paper
		P/c Domestic Loss Reserve Analysis	1992	1998	7	0	0	Paper	Paper
		P/c/ Rate Filings & Statistical Information	1997	2001	20	0	1	Paper	Paper
		L/h Rate Manuals	1994	2001	26	0	7	Paper	Paper
		Risk Based Capital Reports	1994	2000	7	0	1.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Division: Personnel Section

Schedule Number: 1794

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
History Card	1974	2001	0.5	0	0	Paper	Paper
DOP Annual Reports	0	2001	1	0	0	Paper	Paper
Payroll Accounting Records	1997	2001	8	0	2	Paper	Paper
Miscellaneous Accounting Records	1990	2001	13	0	2.5	Paper	Paper
Personnel Folders	1968	2001	15	0	1	Paper	Paper
Personnel Id Number (Pin)	1995	2001	3.5	0	0.5	Paper	Paper
Worker's Compensation First Report of Injury Reports	0	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland Insurance Administration

Totals for Agency: Maryland Insurance Administration	2031	8	389.8
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Statewide Records Inventory for Non-Permanent Records

Maryland Public Broadcasting Commission

Division: Administration

Schedule Number: 727

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Receiving/shipping Reports	1997	2001	0.1	1	0	Paper	CD
Time Sheets/reports	1997	2001	8	4	0	Paper	CD
Subsidiary Ledgers	1997	2001	4	3	0	Paper	CD
Bank Statements	1997	2001	1	0	0	Paper	Paper
Records Disposal Certificates	1995	2001	0.1	0	0	Paper	CD
Audit Reports (State)	1979	2001	1	0	0.1	Paper	CD
Capital Budgets	1997	2001	0.1	0	0	Paper	CD
Accounts Payable Ledgers	1997	2001	4	0	0	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Maryland Public Broadcasting Commission

Division: Administration

Schedule Number: 727

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Travel Vouchers	1997	2001	2	0	0	Paper	CD
Warrants/transmittals	1997	2001	2	1	0	Paper	CD
Cancelled Checks	1997	2001	1	0	0	Paper	CD
Budget Requests	1997	2001	0.1	0	0	Paper	CD
Budget Preparation Papers	1997	2001	0.1	0	0	Paper	CD
Budget Hearing Schedules	1997	2001	0.1	0	0	Paper	CD
Budget Deficiency Appropriations	1997	2001	0.1	0	0	Paper	CD
Accounts Receivable Ledges	1997	2001	2	0	0	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Maryland Public Broadcasting Commission

Division: Administration

Schedule Number: 727

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Payroll Exceptions	1997	2001	4	6	0	Paper	CD
Federal Grants	1997	2001	2	0	0	Paper	CD
Expense Accounts	1997	2001	1	1	0	Paper	CD
Employee Roster Cards	1997	2000	2	1	0	Paper	CD
Disbursements/transm ittals	1997	2001	2	1	0	Paper	CD
Deposit Certificates/slips	1997	2001	4	2	0	Paper	CD
Correspondence (Fiscal)	1997	2001	4	0	0	Paper	CD
Check Vouchers	1997	2001	0.1	0	0	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Maryland Public Broadcasting Commission

Division: Administration

Schedule Number: 727

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Capital Requisitions	1997	2001	0.1	0	0	Paper	CD
Financial Statements	1975	2000	4	0	0.1	Paper	CD
Receipt/disbursement Journals	1997	2001	2	3	0	Paper	CD
Overtime Authorizations	1997	2001	0.5	0	0	Paper	CD
Field Purchase Orders	1997	2001	2	2	0	Paper	CD
Payroll Journals	1997	2001	4	6	0	Paper	CD
Bills/invoices	1997	2001	16	10	0	Paper	CD
Budgets	1997	2001	1	0	0	Paper	CD

Statewide Records Inventory for Non-Permanent Records

Maryland Public Broadcasting Commission

Division: Administration

Schedule Number: 727

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Budget Amendment Sheets	1997	2001	0.1	0	0	Paper	CD
Budget Amendments/transfers	1997	2001	0.1	0	0	Paper	CD
Payroll/check Registers	1997	2001	4	6	0	Paper	CD
Petty Cash Funds	1997	2001	1	1	0	Paper	CD
Budget Estimates	1997	2001	0.1	0	0	Paper	CD
Capital Fund Revisions	1997	2001	0.1	0	0	Paper	CD
Object/program Transfers	1997	2001	0.1	0	0	Paper	CD

Totals for Agency: Maryland Public Broadcasting Commission **79.9** **48** **0.2**

Statewide Records Inventory for Non-Permanent Records

Maryland State Archives

Division: Archival Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>339</u>	Circulation Sheets & Reports	1986	2001	40	0	12	Paper	Electronic Fil

Division: General Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>338</u>	Accounting Records for Which Disposal Has Been Provided by a General Records Retention Schedule	1975	2001	32	0	5	Paper	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

Maryland State Archives

Totals for Agency: Maryland State Archives	72	0	17
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Statewide Records Inventory for Non-Permanent Records

Maryland State Board of Elections

Division: State Administrative Board of Election Laws

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1066</u>	Sabel Data Processing Files	1997	2001	10	0	0.5	Paper	Paper
	Sabel Legislation	1992	2001	4	0	0.5	Paper	Paper
	Miscellaneous Accounting Records	1999	2001	14	0	7	Paper	
Totals for Agency:	Maryland State Board of Elections			28	0	8		

Statewide Records Inventory for Non-Permanent Records

Maryland State Ethics Commission

Division: State Ethics Commission

<u>Schedule Number:</u>	<u>1084</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Bills Received & Authorized for Payment	1997	2001	2	0	0	Paper	Paper
		Potential Conflict of Interest Matters	1979	2001	24	0	3	Paper	Paper
		Job Applicants	1999	2001	0.3	0	0	Paper	Paper
		Personnel File	1979	2001	1	0	0	Paper	Paper
		Budget Files	1979	2001	3	0	0.3	Paper	Paper
		Expense Account Files	1997	2001	0.3	0	0	Paper	Paper
		Legislative Files	1979	2001	6	0	0.3	Paper	Paper
		Meeting Minutes - 1979 to Present	1979	2001	12	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland State Ethics Commission

Division: State Ethics Commission

<u>Schedule Number:</u>	<u>1084</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Ethics Materials from Other States	1995	2001	1	0	0	Paper	Paper
		General Financial Disclosure Correspondence	1979	2001	2	0	0.3	Paper	Paper
		Independent Board & Commission Files	1979	2001	2	0	0.5	Paper	Paper
		Board & Commission General Information	1979	2001	0.3	0	0	Paper	Paper
		Board & Commission Department Files	1979	2001	5	0	0.3	Paper	Paper
		General Administration	1979	2001	5	0	0.5	Paper	Paper
		Lobbying Activity Reports & Registration Forms	1979	2001	58	0	2	Paper	Electronic Fil
		Preliminary Inquiry Matters	1979	2001	30	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland State Ethics Commission

Totals for Agency:	Maryland State Ethics Commission	151.9	0	10.2
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Statewide Records Inventory for Non-Permanent Records

Maryland State Lottery Agency

Division: Maryland State Lottery Agency

<u>Schedule Number:</u>	<u>766</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Estimates & Reports	1997	2001	2	0	2	Paper	Paper
		Appeals Case Files	1985	2001	0	1	1	Paper	Paper
		Claim Center File	1997	2001	0	29	29	Paper	Paper
		Commission Minutes	1985	2001	1	8	2	Paper	Paper
		Unofficial Personnel Files	1976	2001	10	0	10	Paper	Paper
		Weekly & Daily Games Investigation Files	1998	2001	8	16	8	Paper	Paper
		Computerized Claims Printouts	1996	2001	18	92	5	Paper	Paper
		Unofficial Personnel Record Cards	1994	2001	0.5	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Maryland State Lottery Agency

Division: Maryland State Lottery Agency

<u>Schedule Number:</u>	<u>766</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Leave Records	1993	2001	5	6	5	Paper	Paper
		Withholding Tax Forms & Statements	1995	2001	4	0	4	Paper	Paper
		Purchasing Records	1997	2001	4	2	2	Paper	Paper
		Executive Plan	1997	2001	0.5	0	0.5	Paper	Paper
Totals for Agency:	Maryland State Lottery Agency				53	154	69		

Statewide Records Inventory for Non-Permanent Records

Maryland State Prosecutor's Office

Division: Maryland State Prosecutor's Office

<u>Schedule Number:</u>	<u>1038</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Case Files	1984	2001	26	129	0	Paper	None
Totals for Agency:	Maryland State Prosecutor's Office				26	129	0		

Statewide Records Inventory for Non-Permanent Records

Maryland State Tax Court

Division: Maryland Tax Court

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1617</u>	General Files	1992	2001	11	0	0	Paper	Paper
Totals for Agency: Maryland State Tax Court				11	0	0		

Statewide Records Inventory for Non-Permanent Records

Morgan State University

Division: Bookstore

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>752</u>	General Correspondence	1970	2001	0	18	0	Paper	Paper

Division: Comptroller & Business Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>356</u>	Accounting Records	1984	2001	0	80	0	Paper	Paper
	Master Authorization	1984	2001	0	10	0	Paper	Paper
	Leave Records	1984	2001	0	30	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Morgan State University

Division: Comptroller & Business Office

<u>Schedule Number:</u>	<u>356</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student File	1984	2001	0	45	0	Paper	Paper

Division: Internal Audit & Management Review

<u>Schedule Number:</u>	<u>1002</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence Files	1984	2001	0	40	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Morgan State University

Division: Registrar

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>357</u>	General File	1959	2001	0	41	0	Paper	Paper
Totals for Agency: Morgan State University				0	264	0		

Statewide Records Inventory for Non-Permanent Records

Office of Administrative Hearings

Division: Operations

<u>Schedule Number:</u>	<u>1803</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Case Records	2000	2001	52	0	0	Paper	Paper
		Audio/video Tapes	1998	2001	123	0	0	Magnetic	Magnetic Tap
		Other Case Record Material	1998	2001	315	0	0	Paper	Paper
Totals for Agency:	Office of Administrative Hearings				490	0	0		

Statewide Records Inventory for Non-Permanent Records

Office of Public Defender

Division: Headquarters & District Offices

<u>Schedule Number:</u>	<u>1228</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public Defender Case Files	1987	2001	4593	0	38.5	Paper	None

Division: Inmate Services

<u>Schedule Number:</u>	<u>1427</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inmate Services Division Files	1999	2001	114	0	2	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of Public Defender

Division: Involuntary Institutionalization Service

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1274</u>	Involuntary Institutionalization Service Files	2000	2001	164	0	2	Paper	None
Totals for Agency:	Office of Public Defender			4871	0	42.5		

Statewide Records Inventory for Non-Permanent Records

Office of the Attorney General

Division: Office of the Attorney General

<u>Schedule Number:</u>	<u>1646</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence	1977	2001	1224.5	0	14		
		Real Property Transactions	1971	2001	11	0	0	Paper	Paper
		Consumer Protection	0	0	1695	0	189	Paper	Paper
		Research	1972	2001	353	0	9	Paper	Paper
		Financial Transactions	1991	2001	464	0	57	Paper	Paper
		Letters of Advice	1972	2001	141	0	10		
		Settlement	1994	2001	15	0	1	Paper	Paper
Totals for Agency:	Office of the Attorney General				3903.5	0	280		

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Alcohol & Tobacco Tax

<u>Schedule Number:</u>	<u>1407</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Bonds	1990	2001	8	12	3	Paper	Paper
		General Office Correspondence	1942	2001	24	3	6	Paper	Paper
		Refunds	1995	2001	8	28	4	Paper	Paper
		Accounting Records	1995	2001	38	13	12	Paper	Paper
		Tax Return & Reports - Beer	1996	2001	34	18	11	Paper	Paper
		Tax Returns & Reports - Wine & Distilled Spirits	1997	2001	16	9	5	Paper	Paper
		Internal & Industry Reports - Tobacco Tax	1990	2001	2	15	0.5	Paper	Paper
		Agency Data Processing Forms	1989	2001	32	18	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Alcohol & Tobacco Tax

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1407</u>	License Correspondence	1995	2001	36	4	10	Paper	Paper
	Tax Returns & Reports - Tobacco Tax	1995	2001	6	8	2	Paper	Paper

Division: Central Payroll Bureau

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1618</u>	Stars 120 Allocating/adjustment for Disbursement & Receipt Accounts	1998	2001	2	6	2	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Central Payroll Bureau

Schedule Number: 1618

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Duplicate W-2 Forms	1997	2001	14	0	5	Paper	None
Positive Time Report	1997	2001	51	5	51	Paper	None
Personnel Transmittals	2000	2001	5	4	9	Paper	None
Stars 102 Disbursement Transmittal	1998	2001	5	5	2	Paper	None
ETR Processing	2001	0	52	0	0	Paper	None
Exception Time Report	1990	2001	80	6	78.5	Paper	None
Stars 130 Journal Entry	1998	2001	5	3	2	Paper	None
Wage Garnishments/attachm ents	1993	2001	80	30	7	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Central Payroll Bureau

Schedule Number: 1618

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Personnel Select List	2000	0	26	0	0	Paper	None
Payroll Data Control Sheets	2000	2001	26	0	0	Paper	None
File Maintenance Control Totals	2001	0	2	0	0	Paper	None
CPB Audit Trail	1998	2001	2	0	0	Paper	None
File Maintenance - Load & Validate	2000	0	26	0	0	Paper	None
Bi-weekly Time & Leave Cards	1998	2001	2	3	2	Paper	None
Deduction Pre- processor	2001	0	5	0	0	Paper	None
Credit Union Billing	2000	2001	2	0	0	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Central Payroll Bureau

Schedule Number: 1618

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Correspondence	1990	2001	14	16	7	Paper	None
DOP Auth Bal Summary	2000	2001	6	3	9	Paper	None
PTR Processing	2001	0	17.5	0	2	Paper	None
Health Transmittals - Per-processor	2000	2001	1	0	0	Paper	None
Acting Capacity Letters	2000	2001	1	0	0	Paper	None
Savings Bond Register & Correspondence	1998	2001	3	0	0	Electroni	Electronic Fil
Stars 100 Disbursement Transmittal Cover Sheet	1998	2001	2	0	2	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Central Payroll Bureau

Schedule Number: 1618

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Deduction Cards	2001	0	2.2	0	0.5	Paper	None

Division: Compliance

Schedule Number: 1836

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounting Records	1990	2001	67	87	0	Paper	Paper
Collections	1996	2001	850	0	0	Paper	Paper
Hearings & Appeals & Legal	1947	2001	326	0	25	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Compliance

Schedule Number: 1836

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
State License Bureau	1998	2001	9	0	1	Paper	Paper
Abandoned Property	1978	2001	395.5	0	0	Paper	Paper
Business Taxes Audit	1996	2001	217	0	0	Paper	Paper
Administrative	1947	2001	130	0	11	Paper	Paper

Division: Data Processing

Schedule Number: 2064

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Data Processing

Schedule Number: 2064

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Contracts	1997	2001	6	2	2	Paper	Paper
Personnel (Non- record Information)	1996	2001	20	0	0	Paper	Paper
Billing System	1998	2001	3	8	1	Paper	Paper
Security	1996	2001	16	0	0	Paper	Paper
Console Log	2001	2001	0	140	0	Paper	Paper
Documentation	1973	2001	1612	0	50	Paper	Paper
Budget	1998	2001	1	0	0	Paper	Paper
Leave Keeping	1996	2001	8	12	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Data Processing

Schedule Number: 2064

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounts Receivable	1998	2001	6	0	0	Paper	Paper
Accounts Payable	1998	2001	8	0	0	Paper	Paper
Procurement	1997	2001	4	5	2	Paper	Paper
Inventory	1973	2001	2	2	0	Paper	Paper
Procurement Transmittals	1997	2001	6	0	0	Paper	Paper
Payroll	1996	2001	3	4	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: General Accounting

Schedule Number: 1804

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Personnel Records	1994	2001	4	0	0	Paper	Paper
Ps-409 Certification of Dissolution	2000	2001	4	0	0	Paper	Paper
Gaapars	1993	2001	11	4	0	Paper	Paper
Gaapars Computer Reports	1996	2000	5	7	0	Paper	Paper
All Other Records	1984	2001	6	7	0	Paper	Paper
Budget Amendments	2000	2000	3	0	3	Paper	Paper
Certification of Special Funds, Federal Funds And/or Nonbudgeted Fund Cash Balances	1986	2000	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: General Accounting

Schedule Number: 1804

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Descriptor Table Source Documents	2000	2001	4	0	4	Paper	Paper
All Other Records	1991	2000	0	2	0	Paper	None
Payroll Warrants	1998	2001	3	0	0	Paper	Paper
ACF 2 Reports	2001	2001	1	0	0	Paper	Paper
All Other Records	1997	2001	20	0	5	Floppy D	Floppy Disks
Disbursing & Receiving Warrants	1992	2001	2	10	0	Paper	Paper
Payroll Records	1996	2001	12	0	0	Paper	Paper
All Other Records	1998	2001	15	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: General Accounting

Schedule Number: 1804

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Agency Audit Files	1991	2001	10	0	5	Paper	Paper
Other Records	1990	2001	10	0	0.1	Paper	Paper
All Other Records	1979	2001	35	1	10	Paper	Paper
Vendor Edit Table Source Documents	2001	2001	10	0	0	Paper	Paper
All Other Records	2001	2001	2	0	0	Paper	Paper
Copies of Minutes of Board of Pubic Works	1989	2001	10	0	8	Paper	Paper
Warrant Payable Log	2000	2001	2	0	4	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: General Office - Cash Receipts

<u>Schedule Number:</u>	<u>512</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Disbursement/receipt	2000	2001	20	0	0	Paper	Paper
		Certificate of Deposit	1999	2001	20	0	0	Paper	Paper

Division: General Office - Fiscal Year End Closing

<u>Schedule Number:</u>	<u>508</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: General Office - Fiscal Year End Closing

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>508</u>	Disposition of Unexpended & Obligated Appropriations & Cash Balances-summary	1998	2000	4	0	0	Paper	Paper

Division: General Office - Loan Fund Account

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>513</u>	Loan Fund Account	1972	2000	4	66	2	Paper	Floppy Disks

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: General Office - Personnel

<u>Schedule Number:</u>	<u>547</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee History Card	1960	2001	5.2	0	0.3	Paper	None

Division: General Office - State Automobile Operations

<u>Schedule Number:</u>	<u>502</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Motor Vehicle Mileage Report	1983	2001	4	0	0	Paper	Paper
		Motor Vehicle Expense Report	1993	2001	4	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Motor Fuel Tax Unit

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1658</u>	General Correspondence & Administrative Files	1998	2001	4	0	1	Paper	Paper
	Motor Fuel Tax License Records	1965	2001	90	0	4	Paper	Paper
	Motor Carrier License Records	1996	2001	210	97	36	Paper	Paper
	Motor Fuel Inspection Records	1970	2001	134	0	8	Paper	Paper
	Motor Fuel Tax Audit Records	1996	2001	337	44	337	Paper	Paper
	Bankruptcy Records	1980	2001	20	0	0.5	Paper	Paper
	Personnel Time & Attendance Records	1992	2001	4	6	0.5	Paper	Paper
	Accounting Records	1995	2001	34	55	20	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Motor Fuel Tax Unit

Schedule Number: 1658

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Motor Carrier Bonds Records	1998	2001	1	0	0	Paper	Paper

Division: Revenue Administration

Schedule Number: 2071

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Miscellaneous	1999	2001	2	3	1	Paper	Paper
Inventory	1998	2001	2	0	0.1	Paper	None
MFT Adjustment Request	1996	2001	13	29	5	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

Schedule Number: 2071

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Leave Request Forms	1998	2001	33	0	11	Paper	None
Bi-weekly Time Cards	1997	2001	40	0	10	Paper	None
Payroll Records	1997	2001	2	0	0.5	Paper	Magnetic Tap
Working Fund	1997	2001	1	0	0.3	Paper	None
Acf2 Reports	1999	2000	24	0	0	Paper	Magnetic Tap
Db2 Reports	1998	2001	1.3	0	0	Paper	Magnetic Tap
Savings & Loan Franchise Tax Returns	2000	2001	1	16	0	Paper	Paper
Mw508 - Employer's Annual Reconciliation of Income Tax Withheld	1999	2000	4	30	13	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

<u>Schedule Number:</u>	<u>2071</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Register of Wills/sheriff Reports	1997	2001	3.5	16	0.2	Disk Pack	Disk Pack
		State Property Tax-report of Collectors	1998	2001	4.5	18	0.4	Disk Pack	Disk Pack
		MFT Report Refund Claims	1995	2001	12.5	232	57	Paper	None
		Withholding Tax Statements (W2)	2000	2000	5	22.5	5	Paper	Paper
		Form 500e	2000	2000	2.5	7.5	0.1	Paper	Paper
		Taxpayer Adjustment Correspondence	1998	2001	76	172	5	Paper	Paper
		Employers Return of Income Tax Withheld - Mw506	1999	2000	27.3	36.3	6	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

<u>Schedule Number:</u>	<u>2071</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Individual, Pass Through Entity & Fiduciary Declaration of Estimated Tax - 502d, 510d & 504d	1999	2000	11.9	59.5	0	Paper	Paper
		Code Table Signoff Request	1993	2001	2	0	3	Paper	None
		Project Notes & Files	1998	2001	1	1	3	Paper	Floppy Disks
		Smart Control Reports	1998	2001	41	8.2	3	Paper	None
		Bank Account Files	1993	2001	183	45	2.9	Floppy D	Paper
		Motor Fuel Tax Microfilm	2001	2001	12	0	2	Microfil	None
		Corporation Income Tax Returns - Form 500 1996 & Prior Tax Years	1987	1996	1	1	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2071</u>	Personal, Corporate, Pass Through Entity (PTE) & Fiduciary Income Tax Returns	2000	2000	30.9	30.9	0	Paper	Paper
	Applications for Extensions of Time	2000	2000	1	13	3	Paper	Paper
	Forgery Documents	1996	2001	3	21	1	Paper	None
	Amended Tax Returns	1999	2001	88	260	5	Paper	None
	Protective Claims Files	1986	2000	2	1	0	Paper	Paper
	Individual, Pass Through Entity & Fiduciary Estimated Tax Vouchers - 502d, 510d & 504dep	1999	2000	14	145.5	2	Paper	Paper
	Returned Refund Checks	1998	2001	4	0	1	Paper	None

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

Schedule Number: 2071

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Pass Through Entity Returns	2000	2000	1	0	0	Paper	Paper
Stop Payment Files	1999	2001	5	12	1	Paper	Paper
Deposit Receipts	1999	2000	0.5	6	2.2	Disk Pack	Floppy Disks
Fiduciary Income Tax Returns	2000	2000	1	0	0	Paper	Paper
Personal Income Tax Returns Forms	2000	2000	1	0	0	Paper	Paper
Sales & Use Tax Reports	1999	2000	5	6	1	Paper	
Form 500d & 500 De0	1999	2000	1	3	0	Paper	Paper
Refund Check Registers	1995	2001	7.5	113	0	Paper	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

<u>Schedule Number:</u>	<u>2071</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Batch Status Reports	1998	2001	4.5	0	0.2	Paper	Paper
		Financial Records	1990	2001	78.5	313.5	1	Floppy D	Floppy Disks
		Distribution Files	1996	2001	29.5	0	0.3	Paper	Paper
		Receipts for Checks or Money Orders	1989	2001	5.5	0	0	Paper	Paper
		Suspense Fund Correspondence	1999	2001	36	0	1	Paper	Paper
		Backup for Suspense Fund	1996	2001	120	0	1.2	Paper	Paper
		Daily Remittance Processing Report	1998	2001	3	0	0.1	CD	CD
		Electronic Funds Transfer Program Files	1998	2001	62.5	0	2.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Division: Revenue Administration

<u>Schedule Number:</u>	<u>2071</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Official Journals & Ledgers	1996	2001	102	68	1.7	Floppy D	Floppy Disks
		Branch Office Representatives Report File	1997	2001	0.5	1	0	Paper	Paper
		Research Files	1998	2001	47.5	0	3	Paper	Paper
		Taxpayer Correspondence Files	1998	2001	9	54	0	Paper	Paper
		Daily Walk-in Reports	1997	2001	2	5	0.5	Paper	Paper
		Reconciliation of Branch Office Receipts	1997	2001	4	14.5	2	Paper	Paper
		Monthly & Fiscal Year Activity Report	1997	2001	2	6	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Office of the Comptroller

Totals for Agency:	Office of the Comptroller	6569.3	2538.4	941.6
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Statewide Records Inventory for Non-Permanent Records

Orphans' Court and Register of Wills

Division: Administrative Office

<u>Schedule Number:</u>	<u>662aor</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting & Fiscal Records	1999	2001	3	0	1	Paper	Paper
		Personnel File	1999	2001	3	0	1	Paper	Paper
Totals for Agency:	Orphans' Court and Register of Wills				6	0	2		

Statewide Records Inventory for Non-Permanent Records

Property Tax Assessment Appeals Board

Division: Property Tax Assessment Appeals Boards

<u>Schedule Number:</u>	<u>1186</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Property Tax Appeal Folders	1998	2000	0	88	10	Paper	Paper
		Payroll Voucher File	1998	2000	0	2	2	Paper	Electronic Fil
		Hearing Agenda File	1999	2000	0	12	5	Paper	Disk Pack
Totals for Agency:	Property Tax Assessment Appeals Board				0	102	17		

Statewide Records Inventory for Non-Permanent Records

St. Mary's College of Maryland

Division: ??

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1395</u>	Public Safety	1985	2001	47	0	2	Paper	Paper
Totals for Agency: St. Mary's College of Maryland				47	0	2		

Statewide Records Inventory for Non-Permanent Records

State Treasurer's Office

Division: State Treasurer's Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1529</u>	Banking Services Division	1996	2001	252	1600	10	Paper	Paper
	Personnel Records	1998	2001	18	4	1	Paper	Paper
	Investment/finance Division	1996	2001	142	120	7.5	Paper	Paper
	Administration Division Records	1997	2001	138	45	5	Paper	Paper
Totals for Agency: State Treasurer's Office				550	1769	23.5		

Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Academic Affairs

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1536</u>	Student Advisement/counseling Files	1997	2001	228	0	27	Paper	Paper
	Academic Departments	1990	2001	78.5	0	0	Paper	Paper

Division: Admissions, Records & Registration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1316</u>	Applications for Admissions	2000	2001	16.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Admissions, Records & Registration

<u>Schedule Number:</u>	<u>1316</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Academic Records	1914	1987	42	0	4	Paper	Paper
		Student Files	1985	2001	195.5	321.5	23	Paper	Paper

Division: Business & Finance

<u>Schedule Number:</u>	<u>1313</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting	1993	2001	18.8	4	0	Paper	Paper
		Purchasing	1997	2001	27	11	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Business & Finance

<u>Schedule Number:</u>	<u>1313</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounts Payable	1998	2001	74.5	0	3	Paper	Paper
		Payroll	1996	2001	75	0	1	Paper	Paper
		Student Accounts	1996	2001	75	36	1	Paper	Paper

Division: Business Services

<u>Schedule Number:</u>	<u>1439</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Resident Files	1996	2001	17.5	9	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Business Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1439</u>	Telecommunications Records	1998	2001	18	36	0	Paper	Paper
	Conference Service Contract Files	1998	2001	5	5	0	Paper	Paper
	Contract Files	1997	2001	0.5	0	0	Paper	Paper
	Work Order Files	1998	2001	10	6	2	Paper	Paper

Division: Financial Aid Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1315</u>								

Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Financial Aid Office

<u>Schedule Number:</u>	<u>1315</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Financial Aid Records	1996	2001	105	55	19	Paper	Paper
		Student Loan Records	1993	2001	17.5	19	0	Paper	Paper
		Federal Reports	1996	2001	2	0	0	Paper	Paper
		College Work/study Timesheets	1996	2001	9.5	0	0	Paper	Paper

Division: Human Resources

<u>Schedule Number:</u>	<u>1314</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Human Resources

Schedule Number: 1314

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Worker's Compensation Records	1995	2001	2.5	0	0	Paper	Paper
Leave Record Supporting Documents	1995	2001	15	5	0	Paper	Paper
General Correspondence	1997	2001	5	0	0	Paper	Paper
Personnel Records	0	2001	56.5	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Bowie State

Division: Student Affairs

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1535</u>	Counseling & Student Development	1996	2001	28.5	0	5	Paper	Paper
	Student Health Services	1997	2001	17	0	0	Paper	Paper
	International Student Files	1991	2001	6	12	0	Paper	Paper
	Disciplinary Files	1998	2001	3	0	0	Paper	Paper
	Handicapped Student Files	1994	2001	15	0	3	Paper	Paper
	Student Advisement/counseling Files	1972	2001	22.5	33	0	Paper	Paper
Totals for Agency:	University System Bowie State			1186.8	552.5	97		

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Academic Deans/graduate School

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1067</u>	Contracts	1995	0	0.5	0	0	Paper	Paper
	Reports	1995	0	1	0	0.5	Paper	Paper
	Minutes	1995	0	1	0	0.5	Paper	Paper

Division: Academic Retention Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1114</u>	General Correspondence	1995	0	6	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Academic Retention Program

<u>Schedule Number:</u>	<u>1114</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	1	0	2	Paper	Paper
		Budget Reports & Purchasing Information	1995	0	0.5	0	0.5	Paper	Paper

Division: Academic Services

<u>Schedule Number:</u>	<u>1087</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	5.5	6	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Accounting

<u>Schedule Number:</u>	<u>1097</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	14.5	0	0.5	Paper	Paper

Division: Administrative Service, Vice President

<u>Schedule Number:</u>	<u>1060</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Projects	1995	0	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Admissions

Schedule Number: 1473

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Student Records - Freshmen Admitted/cancels	1995	0	1	0	1	Paper	Paper
Student Records - Freshmen Incompletes/cancels	1995	0	0	1	1	Paper	Paper
Student Records - Freshmen Denials	1995	0	1	1	0	Paper	Paper
Student Records - Transfer Paid Deposit/cancels	1995	0	1	0	1	Paper	Paper
Student Records - Transfers Incompletes/cancels	1995	0	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Affirmative Action/EEO

<u>Schedule Number:</u>	<u>1079</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous	1969	0	20	0	1	Paper	Paper
		Minority Student Files	1995	0	0.5	0	0.1	Paper	Paper
		Budget Information	1969	0	2.5	0	0.1	Paper	Paper

Division: Auxiliary Services & Conference

<u>Schedule Number:</u>	<u>1472</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Food Service Materials	1995	0	2	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Auxiliary Services & Conference

<u>Schedule Number:</u>	<u>1472</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Conference Materials	1995	0	4	0	2	Paper	Paper
		Budget Reports & Purchasing Information	1995	0	5	0	1	Paper	Paper

Division: Biology

<u>Schedule Number:</u>	<u>1098</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports & Purchasing Information	1995	0	0.5	0	0.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Bookstore

<u>Schedule Number:</u>	<u>845</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Invoices	1995	0	4	0	3	Paper	Paper
		Returns	1995	0	2	0	0	Paper	Paper
		Refunds	1995	0	2	0	0	Paper	Paper

Division: Brady Health Center

<u>Schedule Number:</u>	<u>1080</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	52	92	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Budget Office

<u>Schedule Number:</u>	<u>1057</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Direct Entries	1995	0	6.5	0	2	Paper	Paper
		Budget Records	1995	0	18	0	1	Paper	Paper
		Requisitions	1995	0	10	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>1081</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	14.5	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Career Services

<u>Schedule Number:</u>	<u>1069</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Credential Files	1995	0	9	0	2.5	Microfil	Microfilm

Division: Chemistry

<u>Schedule Number:</u>	<u>1115</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Communication & Theatre Arts

<u>Schedule Number:</u>	<u>1113</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	1	0	1	Paper	Paper
		Student Records	1995	0	1	0	1	Paper	Paper

Division: Computer Science

<u>Schedule Number:</u>	<u>1100</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	41	0	7	Paper	Paper
		Course Schedules & Syllabi	1995	0	39	0	7	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Computer Science

<u>Schedule Number:</u>	<u>1100</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports	1995	0	1	0	0.5	Paper	Paper

Division: Computing Services & Telecommunications

<u>Schedule Number:</u>	<u>1127</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Records: Computer Tapes	1995	0	239	0	2	Paper	Paper
		Records: Computer Printouts	1995	0	20	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Duplicating/Mail

<u>Schedule Number:</u>	<u>1086</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Request for Services Records	1995	0	39	0	8	Paper	Paper
		Budget Reports & Purchasing Information	1995	0	6	0	0.4	Paper	Paper

Division: Economics

<u>Schedule Number:</u>	<u>1072</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports	1995	0	0.5	0	0.2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Economics

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1072</u>	Course Schedules & Syllabi	1995	0	1.2	0	0.3	Paper	Paper
	Student Records	1995	0	1.2	0	0.3	Paper	Paper

Division: Educational Professions

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1073</u>	Course Schedules & Syllabi	1995	0	20	0	3.5	Electroni	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: English

<u>Schedule Number:</u>	<u>1074</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	4	0	0.5	Paper	Paper

Division: Financial Aid

<u>Schedule Number:</u>	<u>1075</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Loan Records	1990	0	36	0	2	Paper	Paper
		Student Records	1995	0	86	0	7.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Foreign Languages & Literature

<u>Schedule Number:</u>	<u>1101</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	12	0	2	Paper	Paper
		Student Records	1995	0	11	0	0.5	Paper	Paper
		Budget Reports & Purchasing Information	1995	0	1	0	0.5	Paper	Paper

Division: Geography

<u>Schedule Number:</u>	<u>1102</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Geography

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1102</u>	Student Records	1995	0	1	0	0.5	Paper	Paper

Division: Health, Physical Education & Recreation

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1103</u>	Student Records	1995	0	4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: History

<u>Schedule Number:</u>	<u>1104</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	1	0	1	Paper	Paper

Division: Institutional Technology Support Center

<u>Schedule Number:</u>	<u>1099</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Records	1995	0	1.4	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Library

<u>Schedule Number:</u>	<u>1092</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports & Purchasing Information	1995	0	9	0	1	Paper	Paper

Division: Mathematics

<u>Schedule Number:</u>	<u>1106</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: MBA Program

<u>Schedule Number:</u>	<u>1105</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	10	0	0.5	Paper	Paper

Division: Music

<u>Schedule Number:</u>	<u>1108</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Office of Field Experiences

<u>Schedule Number:</u>	<u>1118</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	4	0	5	Paper	Paper
		Student Records	1995	0	40	0	1	Paper	Paper

Division: Personnel Services

<u>Schedule Number:</u>	<u>1059</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Time Records	1950	0	13	0	1.8	Paper	Paper
		Employee Records	1950	0	137	0	9.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Philosophy

<u>Schedule Number:</u>	<u>1107</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	0.5	0	1	Paper	Paper
		Student Records	1995	0	0.5	0	1	Paper	Paper

Division: Physics

<u>Schedule Number:</u>	<u>1119</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Course Schedules & Syllabi	1995	0	50	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Political Science

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1109</u>	Student Records	1995	0	7	0	1	Paper	Paper

Division: Psychology

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1110</u>	Course Schedules & Syllabi	1995	0	40	0	1	Paper	Paper
	Student Records	1995	0	15	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Public Safety

Schedule Number: 1096

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Budget Reports & Purchasing Information	1995	0	1.9	0	0.5	Paper	Paper
Criminal Reports	1995	0	11.3	0	1.6	Paper	Paper
Incident Reports	1995	0	1	0	0.5	Paper	Paper
Vehicle Reports	1995	0	1	0	0.5	Paper	Paper
Parking Tickets	1995	0	7	0	1	Paper	Paper
Accident Reports	1995	0	1.5	0	0.5	Paper	Paper
Criminal History Index	1995	0	1	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Registrar's Office

<u>Schedule Number:</u>	<u>1094</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records - Checklist on Degree Requirements Bachelors & Masters	1985	0	31	0	1	Paper	Paper
		Student Records - Enrollment Stats	1985	0	51	0	1.5	Paper	Paper
		Student Records - Original Course Request & Final Schedule	1985	0	51	0	1.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Residence Life

Schedule Number: 1095

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Judicial Records	1995	0	1.5	0	0.5	Paper	Paper
Budget & Purchasing Information	1995	0	1.5	0	0.5	Paper	Paper
Work Order Records	1995	0	3	0	5	Paper	Paper
Housing Contracts	1995	0	11	0	1.6	Paper	Paper
Housing Deposits	1995	0	4.5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Sociology

<u>Schedule Number:</u>	<u>1111</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	1	0	0.5	Paper	Paper

Division: Student & Educational Services

<u>Schedule Number:</u>	<u>1076</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personal Student Records	1995	0	52	0	0.8	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Student Human Relations

<u>Schedule Number:</u>	<u>1120</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	2	0	1	Paper	Paper
		Budget Reports	1995	0	5	0	1	Paper	Paper

Division: Student Special Services

<u>Schedule Number:</u>	<u>1121</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Records	1995	0	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Student Special Services

<u>Schedule Number:</u>	<u>1121</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports & Purchasing Information	1995	0	1	0	1	Paper	Paper

Division: University Advancement

<u>Schedule Number:</u>	<u>1116</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports & Purchasing Information	1995	0	0.5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Division: Upward Bound

<u>Schedule Number:</u>	<u>1122</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Reports & Purchasing Information	1995	0	1	0	1	Paper	Paper
		Student Records	1995	0	1	0	1	Paper	Paper

Division: Vice President. for Academic Affairs

<u>Schedule Number:</u>	<u>1123</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Files	1995	0	15	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Frostburg State

Totals for Agency:	University System Frostburg State	1346.5	100	128.4
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Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Administrative Affairs

<u>Schedule Number:</u>	<u>1506</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1989	2001	11	0	5	Paper	Paper

Division: Administrative Computer Center

<u>Schedule Number:</u>	<u>1538</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Records	1980	2001	10	0	1	Paper	Paper
		Data Processing	1980	2001	575	0	34	Paper	Paper
		Accounting Records	1988	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Architecture, Engineering & Construction

<u>Schedule Number:</u>	<u>2019</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tape Backup of Local Area Network Servers	1990	2001	2	0	0.5	Magnetic	Magnetic Tap
		Human Resource Records	1994	2001	20	0	23	Paper	Paper
		Position Files	1985	2001	2.5	0	0.5	Paper	Paper
		Search Committee Files	1988	2001	2.5	0	0.5	Paper	Paper
		Accounting Records	1980	2001	179	0	26	Paper	Paper
		Financial Records	1986	2001	10	0	1	Paper	Paper
		Funding Documentation	1989	2001	10	0	1	Paper	Paper
		Programming & Design Unit's Building Project Files	1930	2001	87	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Architecture, Engineering & Construction

<u>Schedule Number:</u>	<u>2019</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Project Management Unit's Project Files	1967	2001	33	0	3	Paper	Paper

Division: Budget & Fiscal Analysis

<u>Schedule Number:</u>	<u>1898</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Human Resource Records	1994	2001	2	0	1	Paper	Paper
		Payroll Records	1994	2001	2	0	1	Paper	Paper
		Accounting Records	1994	2001	8	0	100	Microfil	Microfilm

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Budget & Fiscal Analysis

<u>Schedule Number:</u>	<u>1898</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Material	1994	2001	1000	0	500	Paper	Paper
		Purchasing Records	1994	2001	2	0	1	Paper	Paper

Division: College of Agriculture & Natural Resources

<u>Schedule Number:</u>	<u>1877</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Status Card File	1980	2001	1	1	2	Paper	
		Timekeeping Records	1993	2001	2	2	1	Paper	

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: College of Agriculture & Natural Resources

<u>Schedule Number:</u>	<u>1877</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Search Committee Files	1992	2001	1	0	1	Paper	
		Worker's Compensation First Report of Injury	1991	2001	1	0	1	Paper	
		History Card	1964	2001	1	0	1	Paper	
		Study Number	1976	2001	1	1	1	Paper	
		Personnel Folders	1972	2001	2	0	4	Paper	

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: College of Journalism Business Office

<u>Schedule Number:</u>	<u>1832</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1995	2001	17	0	4	Paper	Paper
		Payroll Records	1995	2001	12	0	2	Paper	Paper

Division: Comptroller, Cost & Contract & Grant Accounting

<u>Schedule Number:</u>	<u>1929</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Work Papers	1991	2001	4.5	0	1	Paper	Paper
		Sponsored Project Records	1988	2001	170	0	20	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Comptroller, Cost & Contract & Grant Accounting

<u>Schedule Number:</u>	<u>1929</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Effort Report Files	1987	2001	18	0	3	Paper	Paper
		Sponsored Project Equipment Records	1987	2001	13	0	1	Paper	Paper
		Work Papers	1991	2001	6	0	1	Paper	Paper

Division: Comptroller, Payroll Services

<u>Schedule Number:</u>	<u>2089</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Batch Sheets & Reports	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Comptroller, Payroll Services

<u>Schedule Number:</u>	<u>2089</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Certifications	1989	2001	4	0	1	Microfil	Microfilm
		Tax Submission	1995	2001	4	0	1	Paper	Paper
		Stop Payments, Check Cancellations & Refunds	1998	2001	2	0	1	Paper	Paper
		Supplemental Retirement Annuity Authorization Forms	1984	2001	25	0	1.5	Paper	Paper
		Pay Reports	1950	2001	60	0	15	Microfil	Microfilm

Division: Comptroller, Payroll Services

<u>Schedule Number:</u>	<u>2090</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Comptroller, Payroll Services

<u>Schedule Number:</u>	<u>2090</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1998	2001	3	0	1	Paper	Paper
		Purchasing Records	1998	2001	3	0	1	Paper	Paper
		Personnel Files	1998	2001	3	0	1	Paper	Paper
		Miscellaneous Reports	1999	2001	1	0	1	Paper	Paper
		Non-resident Alien Tax Exemption Forms	1995	2001	6	0	0.5	Paper	Paper
		Search Committee Files	1991	2001	1	0	1	Paper	Paper
		Human Resource Records	1998	2001	3	0	1	Paper	Paper
		Position Files	1990	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Comptroller, Payroll Services

<u>Schedule Number:</u>	<u>2090</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inventory Material	1998	2001	3	0	1	Paper	Paper
		Payroll Records	1966	2001	0	0	5	Paper	Paper
		Performance Review & Development Files	1998	2001	3	0	1	Paper	Paper

Division: Computer Science Center

<u>Schedule Number:</u>	<u>1752</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1998	2001	66	0	22	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Computer Science Center

<u>Schedule Number:</u>	<u>1752</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Records	1998	2001	1	0	0.3	Paper	Paper
		Data Processing	1991	2001	2500	0	0	Paper	Paper

Division: Environmental Safety

<u>Schedule Number:</u>	<u>1597</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Hazardous Material & Environmental Safety Files	1969	2001	114	0	6	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Fire & Rescue Institute

<u>Schedule Number:</u>	<u>1587</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Folders	1997	2001	1	0	0.3	Paper	CD
		Accounting Records	1996	2001	6	0	0.3	Paper	Electronic Fil
		Facility Use Reports	1998	2001	3	0	0.5	Paper	Electronic Fil
		Vehicle Records	1978	2001	3	0	0.5	None	CD

Division: Human Relations Programs

<u>Schedule Number:</u>	<u>2075</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Human Relations Programs

<u>Schedule Number:</u>	<u>2075</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Travel Records	1998	2001	2	0	1	Paper	Electronic Fil
		Human Resource Records	1996	2001	2	0	1	Paper	Paper
		Personnel Files	1996	2001	2.5	0	1.5	Paper	Paper
		Position Files	1998	2001	1	0	0.5	Paper	Paper
		Payroll Journals	1996	2001	2.5	0	1.5	Paper	Electronic Fil
		Program Files	1998	2001	2	0	1.5	Paper	Paper
		Discrimination Complaint Files	1996	2001	2	0	1	Paper	Paper
		Statements of Payroll Charges	1998	2001	2	0	1.5	Paper	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Human Relations Programs

<u>Schedule Number:</u>	<u>2075</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		University of Maryland Foundation Grant Files	1996	2001	2.5	0	1.5	Paper	Electronic Fil
		Inventory Material	1997	2001	2	0	1.5	Paper	Paper
		Key Material	1998	2001	1	0	0.5	Paper	Paper
		Accounting Records	1996	2001	2.5	0	1.5	Paper	Electronic Fil
		Budget Material	1996	2001	2.5	0	1.5	Paper	Electronic Fil
		Telecommunications Records	1997	2001	2.5	0	1.5	Paper	Electronic Fil

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Intercollegiate Athletics

<u>Schedule Number:</u>	<u>2033</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1993	2001	2.5	4	1	Paper	Paper
		Telephone Records	1995	2001	2	5	1	Paper	Electronic Fil
		Press Releases, Media Guides, Game Day Programs, & Posters	1950	2001	45	88	8	Paper	Paper
		Key Material	1980	2001	1	0	0.1	Paper	Electronic Fil
		Work Orders	1995	2001	1	0	0.1	Paper	Paper
		NCAA Compliance Material	1992	2001	47	0	2	Paper	Paper
		Vehicle Records	1993	2001	0.1	0.5	0.1	Paper	Paper
		Accounting Records	1993	2001	13.5	24	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Intercollegiate Athletics

<u>Schedule Number:</u>	<u>2033</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Records	1993	2001	3	14	2	Paper	Electronic Fil
		Search Committee Files	1994	2001	7	20	4	Paper	Paper
		Human Resources Records	1992	2001	10	7	2	Paper	Paper
		Counseling & Academic Advising Files for Student- athletes	1986	2001	10	20	20	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Libraries

Schedule Number: 1590

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Acquisitions	1995	2001	1.5	0	1.5	Paper	Paper
Key Registration	1999	2001	0.5	0	0.5	Paper	Paper
Special Project Files- development Office	1986	2001	60	0	4	Paper	Paper
Human Resources	1970	2001	34	26	6	Paper	Paper
Interlibrary Loan	1997	2001	60	0	0	Electroni	Electronic Fil
Information Technology	1982	2001	2	5	20	Electroni	Electronic Fil
Circulation & Reserves	1994	2001	120	0	52	Paper	Paper
Special Collections Use	1984	2001	11	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Libraries

<u>Schedule Number:</u>	<u>1590</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Vehicle Sign-out Sheets	1994	2001	1	0	0.5	Paper	Paper

Division: Md Fire & Rescue Institute

<u>Schedule Number:</u>	<u>2062</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Field Program Class Files	1997	2001	20	0	0.2	Paper	None
		Seminar Files	1997	2001	20	0	0.2	Paper	None
		Contract Class Files	1997	2001	20	0	0.2	Paper	None

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Motor Transportation

<u>Schedule Number:</u>	<u>1510</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Accounting Records	1900	2001	4	0	1	Paper	Paper
		Vehicle Records	1990	2001	40	0	1	Paper	Paper

Division: Office of Comptroller, General Accounting

<u>Schedule Number:</u>	<u>2061</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Data Processing	1985	2001	25	0	5	Paper	Paper
		Accounting Records	1995	2001	100	0	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Office of the Bursar

<u>Schedule Number:</u>	<u>1507</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Accounting Records	1989	2001	450	0	70	Paper	Paper

Division: Personnel Services

<u>Schedule Number:</u>	<u>1503</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Folders	1970	2001	1075	0	50	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Photo Services

<u>Schedule Number:</u>	<u>1512</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Accounting Records	1990	2001	15	0	15	Paper	Paper

Division: Physical Plant

<u>Schedule Number:</u>	<u>1504</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Account Records	1986	2001	48	0	3	Paper	Paper
		Key Material	1986	2001	16	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Files	1998	2001	14	0	1	Paper	Paper
		Request for Laboratory Analysis Form	1988	2001	13	0	1	Paper	Paper
		Background Investigation Files	1970	2001	8	0	2	Paper	Paper
		Arrest Ledger	1968	2001	2	0	1	Paper	Paper
		Accreditation Files	1993	2001	4	0	1	Paper	Paper
		State Summons Book Issuance Log	1991	2001	2	0	1	Paper	Paper
		Property Receipts	1988	2001	14	0	2	Paper	Paper
		Impound Forms	1990	2001	3	0	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Dr-15a Issuance Ledger	1991	2001	6	0	1	Paper	Paper
		Training Files	1985	2001	2	0	0.5	Paper	Paper
		Training Files	1970	2001	3	0	1	Paper	Paper
		Reports, Incident	1968	1992	12	0	0	Paper	Paper
		Background Investigation Files	1985	2001	2	0	1	Paper	Paper
		Inspectional Files	1993	2001	1	0	0.3	Paper	Paper
		Academy Files	1993	2001	8	0	2	Paper	Paper
		Personnel Files, Student Police Aides	1975	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Sign Sheets	1995	2001	2	0	1	Paper	Paper
		Incident Report Files	1994	2001	4	0	1	Paper	Paper
		Football/basketball Operations Repairs	1993	2001	20	0	1	Paper	Paper
		Property Receipts	1998	2001	13	0	1	Paper	Paper
		Warnings	1993	2001	5	0	1	Paper	Paper
		Traffic Citation Transmittals	1990	2001	20	0	4	Paper	Paper
		Submitted Uniform Crime Reports	1993	2001	60	0	12	Paper	Paper
		Hiring Process Files	1993	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		NCIC Clear Files	1995	2001	1	0	0.3	Paper	Paper
		Ride-along Requests	1985	2001	1	0	0.3	Paper	Paper
		Duty Log	1975	2001	1	0	0.3	Paper	Paper
		Building Security Reports	1994	2001	1	0	0.3	Paper	Paper
		Pawn Unit Lists	1994	2001	24	0	12	Paper	Paper
		Investigative Files	1980	2001	5	0	1	Paper	Paper
		Equipment Logs	1992	2001	2	0	0.5	Paper	Paper
		Confidential Informant Files	1988	1992	42	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Video Tapes	1995	2001	20	0	10	Paper	None
		NCIC Teletype Entries	1995	2001	1	0	0.3	Paper	Paper
		Court Liaison Files	1995	2001	2	0	0.3	Paper	Paper
		NCIC Locate Files	1994	2001	1	0	0.3	Paper	Paper
		Directive Files	1988	2001	2.5	0	0.5	Paper	Paper
		Audio Tapes	1995	2001	40	0	30	Paper	Paper
		Search Committee Files	1990	2001	5	0.2	1	Paper	Paper
		Trespass/denial of Access Hearing Logs	1980	2001	1.5	0	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public Information Log	1992	2001	3	0	1	Paper	Paper
		Personnel Files	1965	2001	3	0	1	Paper	Paper
		Office of Judicial Programs Referrals	1993	2001	2	0	1	Paper	Paper
		Legal Files	1989	2001	1.5	0	0.3	Paper	Paper
		Internal Affairs Files	1982	2001	8	0	1	Paper	Paper
		Traffic Citations	1981	2001	7	0	1	Paper	Paper
		NCIC Teletype Entries	1994	2001	1	0	0.3	Paper	Paper
		Payroll Journals	1988	2001	28	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Files	1993	2001	2	0	1	Paper	Paper
		Payroll Files	1998	2001	14	0	1	Paper	Paper
		Reports, DWI	1984	1996	10	0	0	Paper	Paper
		Personnel Payroll Files	1988	2001	52	0	10	Paper	Paper
		Procurement Files	1988	2001	28	0	2	Paper	Paper
		Arrest Records, Audit	1970	2001	16	0	1	Paper	Paper
		Arrest Records, Sealed	1968	2001	9	0	1	Paper	Paper
		Arrest Records, Juvenile	1987	2001	52	0	10	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Leave Files	1998	2001	14	0	1	Paper	Paper
		Reports, Criminal	1968	1993	19	0	0	Paper	Paper
		Equipment Repair Order Ledgers	1982	1984	1	0	0	Paper	Paper

Division: President's Legal Office

<u>Schedule Number:</u>	<u>1852</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Records	1997	2001	1	0	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: President's Legal Office

<u>Schedule Number:</u>	<u>1852</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Purchasing Records	1995	2001	5	0	1	Paper	Paper
		Accounting Records	1995	2001	0.5	0	0.1	Paper	Paper
		Human Resource Records	1996	2001	0.3	0	0.1	Paper	Paper

Division: Printing Services

<u>Schedule Number:</u>	<u>1514</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Accounting	1990	2001	20	0	5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Procurement & Supply

<u>Schedule Number:</u>	<u>1502</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Vendor List	1989	2001	11	0	1	Paper	Paper
		Purchasing Records	1988	2001	725	0	56	Paper	Paper
		Grants & Contracts	1988	2001	50	0	5	Paper	Paper

Division: Reprographics

<u>Schedule Number:</u>	<u>1501</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Vendor List	1990	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Reprographics

<u>Schedule Number:</u>	<u>1501</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Miscellaneous Account Records	1990	2001	10	0	1	Paper	Paper

Division: Resources Planning & Budget

<u>Schedule Number:</u>	<u>1508</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Building Project Files	1980	2001	60	0	4	Paper	Paper
		Accounting Files	1980	2001	13	0	1	Paper	None

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: System Control

<u>Schedule Number:</u>	<u>2087</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Performance Review & Development Files	1996	2001	1	0	0.1	Paper	Paper
		Accounting Records	1989	2001	105	0	25	Paper	Paper

Division: Terp Services

<u>Schedule Number:</u>	<u>1893</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1990	2001	8	0	1	Paper	Paper
		Purchasing Records	1993	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Division: Terp Services

<u>Schedule Number:</u>	<u>1893</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employment Applications	1973	2001	5	0	2	Paper	Paper
		Payroll Records	1990	2001	16	0	2	Paper	Paper

Division: Volunteer Fire Dept

<u>Schedule Number:</u>	<u>1580</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1997	2001	3	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System of Maryland College Park

Totals for Agency:	University System of Maryland College Park	9016.9	217.7	1355.5
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Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: ??

<u>Schedule Number:</u>	<u>2022</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Accounting Records	1996	2001	1.5	3	0		Microfiche
		Payroll Reports	1996	2000	0	3	0		Microfiche

Division: Admissions

<u>Schedule Number:</u>	<u>1935</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		College Catalogues	1998	0	8	0	0		Paper
		Other Work Orders	2000	2001	0	96	0		Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Athletics

<u>Schedule Number:</u>	<u>1937</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Search Committee Files	1996	2001	1	0	0		
		Other Work Orders	1996	2001	2	3	0		

Division: Book Store

<u>Schedule Number:</u>	<u>1938</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Book Store Related Material	1997	2001	50	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Budget/Audit Office

<u>Schedule Number:</u>	<u>1939</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Budget Related Materials	1996	2001	4	0	1	Paper	Floppy Disks
		Budget & Fiscal Planning Records	1997	2001	2	0	0.5	Paper	Floppy Disks
		Audits	1997	2000	7	0	1.5	Paper	Floppy Disks
		Miscellaneous Accounting Records	1996	2001	4	0	0.5	Paper	Floppy Disks

Division: Business Office

<u>Schedule Number:</u>	<u>617</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Business Office

<u>Schedule Number:</u>	<u>617</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Accounting Records	1996	2001	41	32	6	Paper	Paper

Division: Campus Recreation

<u>Schedule Number:</u>	<u>1940</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Search Committee Files	1994	2001	0	1	0	Paper	
		Other Work Orders	1994	2001	0.5	2	0.5	Paper	

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Career Services

<u>Schedule Number:</u>	<u>1941</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Credential/career Planning Placement	1996	2001	24	0	0		
		Workers	1996	2001	32	0	0		

Division: Cashier's Office

<u>Schedule Number:</u>	<u>1945</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Billing Material	1997	2001	6	18	2	Paper	Microfiche
		Audit Trails & Reports	1997	2001	2	6	1	Paper	Microfiche

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Cashier's Office

<u>Schedule Number:</u>	<u>1945</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tuition & Fees	1997	2001	24	90	4	Paper	Microfiche
		Miscellaneous Accounting Records	1997	2001	4	12	1	Paper	None

Division: Computer Services

<u>Schedule Number:</u>	<u>1960</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	1996	2001	1	0	1	Paper	Paper
		Search Committee Files	1996	2001	1	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Computer Services

<u>Schedule Number:</u>	<u>1960</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tape Backup Records	1996	2001	10	5.5	1	Paper	Paper
		Data Processing- program Library	1996	2001	14	0	2	Paper	Paper

Division: Conference Planning

<u>Schedule Number:</u>	<u>1949</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	1996	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Dean of Students

<u>Schedule Number:</u>	<u>1950</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Handicapped	1986	2001	2	0	0	Paper	None
		Judicial	1996	2001	12	0	0	Paper	None

Division: Duplication Services

<u>Schedule Number:</u>	<u>1951</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	2000	2001	2	0	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Financial Aid

<u>Schedule Number:</u>	<u>1956</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Financial Aid Files	1995	2001	28	17	14	None	None

Division: Guerrieri University Center Office

<u>Schedule Number:</u>	<u>1965</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	1994	2001	10	0	0	Paper	Paper
		Search Committee Files	1994	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Health Center

Schedule Number: 702

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Student Medical Records	1995	2001	147	0	0		Paper

Division: Housing Office

Schedule Number: 1967

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Student Housing Contracts	1994	0	0	20	0		
Other Work Orders	2000	0	2	0	0		
Search Committee Files	1996	0	3	0	0		

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Housing Office

<u>Schedule Number:</u>	<u>1967</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Housing Files	1998	0	10	0	0		

Division: Human Resources

<u>Schedule Number:</u>	<u>1968</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Id Numbers	1965	2001	2.5	0	0.5	Paper	Paper
		Timekeeping Records	1997	2001	2	6	2	Paper	Paper
		Search Committee Files	1985	2001	2.5	5	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Human Resources

<u>Schedule Number:</u>	<u>1968</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Workers Compensation Report	1995	2001	5	0	1	Paper	Paper
		Personnel Folders	1965	2001	10	0	0.5	Paper	Paper
		History Card	1965	2001	1	0	0.2	Paper	Paper

Division: Institutional Accountability & Research

<u>Schedule Number:</u>	<u>1977</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	2000	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Institutional Accountability & Research

<u>Schedule Number:</u>	<u>1977</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Student Statistics	1946	2001	10	0	1	Paper	Paper

Division: Institutional Advancement

<u>Schedule Number:</u>	<u>1975</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Search Committee Files	1984	2001	2	2	0		

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Inventory

<u>Schedule Number:</u>	<u>1982</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Physical Inventory & Building Inventory	1992	2001	52.2	27.1	6	Paper	Paper

Division: Library

<u>Schedule Number:</u>	<u>2018</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Time Sheets	1998	2001	1	1	0.5	Paper	Paper
		Search Committee Files	1995	2001	0.3	0.1	0.1	Paper	Paper
		Other Work Orders	1997	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Library

<u>Schedule Number:</u>	<u>2018</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Collection Information Reports	1999	2001	5	1	2	Paper	Paper
		Preservation Treatment Work Forms	2000	2001	0.5	0	0.5	Paper	Paper
		Circulation & Reserves	1997	2001	5	2	1.5	Paper	Paper
		Interlibrary Loan	1996	2001	1	3	1	Paper	Paper
		Personnel Files	1960	2001	3	1	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Maintenance

Schedule Number: 2004

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Records Relating to Construction	1972	2001	30	2	1	Paper	Paper
Building Project Files	1972	2001	0	2	2	Paper	Paper
Search Committee Files	1995	2001	1	0	0	Paper	Paper
Property Files	1972	2001	1	0	1	Paper	Paper
Energy Reports	1985	2001	3	0	0	Paper	Paper
Key Material	1990	2001	1	0	0	Paper	Paper
Work Orders	1998	2001	2	8	1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: Multi-ethnic Student Services

<u>Schedule Number:</u>	<u>2042</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1994	2001	15	1	2	Paper	Paper
		Search Committee Files	1994	2001	2	0	0.5	Paper	Paper
		Other Work Orders	1994	2001	5	2	1	Paper	Paper

Division: President's Office

<u>Schedule Number:</u>	<u>2056</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Search Committee	2000	2001	1.3	0	0		

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Division: President's Office

<u>Schedule Number:</u>	<u>2056</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	1996	2001	2	0	2		

Division: Procurement Office

<u>Schedule Number:</u>	<u>2039</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Less than 15-year Life Files	1991	2001	71.3	0	5	Paper	Paper
		Construction Agreement Contracts	1951	2001	11	22	2	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

University System Salisbury State

Totals for Agency: University System Salisbury State	710.6	393.7	77.6
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Statewide Records Inventory for Non-Permanent Records

Workers' Compensation Commission

Division: Administration & Support Group

<u>Schedule Number:</u>	<u>1568</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Revenue Files	1999	2001	2	0	2	Paper	Paper
		Accounts Receivable Files	1999	2001	3	0	1	Paper	Paper
		Training Files	1993	2001	17	0	2	Electroni	CD
		Agency Support Agreement Files	1990	2001	0.5	0	0	Paper	Paper
		Facilities Administration & Management Files	1999	2001	1	0	0.1	Paper	Paper
		Working Papers & Draft Materials Files	1998	2001	15	0	5.5	Paper	Paper
		General Correspondence	1994	2001	63.5	0	10.6	Paper	Paper
		Budget Files	1985	2001	3	0	0.3	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Workers' Compensation Commission

Division: Administration & Support Group

<u>Schedule Number:</u>	<u>1568</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Property Accountability & Inventory Files	1994	2001	3	0	0.5	Paper	Paper
		Supply Files	1999	2001	1	0	0	Paper	Paper
		Accounting Control Files	1999	2001	4	0	1	Paper	Paper
		Purchasing Files	1997	2001	2	0	0.5	Paper	Paper
		Payroll Files	1999	2001	7	0	2	Paper	Paper
		Disbursement Files	1999	2001	6	0	2	Paper	Paper
		Vehicle Management Files	1998	2001	2	0	0	Electroni	Electronic Fil
		Fiscal Report Files	1990	2001	12	0	1.1	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Workers' Compensation Commission

Division: Administration & Support Group

<u>Schedule Number:</u>	<u>1568</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Employee Personnel Files	1963	2001	32	0	1	Paper	Paper
		Employee Grievance Files	1990	2001	2	0	0.5	Paper	Paper
		Working Fund Files	1999	2001	1	0	0	Paper	Paper
		Personnel Time Records	1997	2001	30	0	10	Paper	Electronic Fil
		Personnel Transaction Files	1963	2001	4	0	0	Paper	Paper

Statewide Records Inventory for Non-Permanent Records

Workers' Compensation Commission

Division: Claim Processing Group

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1565</u>	Docket Reference Files	1993	2001	60.5	0	7.6	Paper	Paper
	Self-insured Employer Reference Files	1916	2001	12	0	0	Paper	Paper
	Stenographic Notes	1997	2001	2.7	0	0.7	Paper	Paper
Totals for Agency: Workers' Compensation Commission				286.2	0	48.4		

Grand Total - ALL AGENCIES **212,087.50** **38,308.60** **16,176.00**